

2024-2025 Commitment Descriptions

ALL events are for the benefit of ARCHERS members only. Commitment points must be fulfilled June 1st in order to be in good standing with our group and maintain renewal status. Coordinators and helpers should reach out to each other to plan events. You can find a list of assignments under Membership Tab → Commitments. If your event requires an announcement to be sent out to the group, or a sign-up, please send to Beth Eidenmiller 30 days prior to your event. betheidenmiller@yahoo.com. All payments for events will go through the group website via PayPal.

Commitment	Point(s)	Description
Annual Meeting Event Helper	1	Help set up and clean up for the annual meeting. Other jobs may include checking in members, passing out information, and being available to assist the Steering Committee. Event takes place the end of Aug.
Archers Golden Arrow Award Coordinator	4	Collects nominations by teachers for students each semester to award each age group with recognition. Includes a treat for students, certificate, and yard sign when applicable.
Art Fair Coordinator	3	This is co-coordinated with the Science Fair. The coordinator emcee's the event and creates certificates for participants. Requires an announcement out to the group as well as a sign-up.
Art Fair Helper	1	Responsible to help the coordinator plan and execute the Art Fair.
Back-To-School & Year-End Event Coordinator	4	Plans both events for the group. The coordinator, along with the helpers will plan a family event. This event occurs in August/early September and beginning of June. Responsibilities include finding a suitable place for the event, advertising to the group, coordinating any other details. Requires an announcement out to the group as well as a sign-up.
Background Check Coordinator	4	Work with the Steering Committee and Friday Class Coordinators to keep background checks current for new and existing members. Confirm all parents and family members attending Friday Classes have their background checks completed and up to date with the group
Back-To-School & Year-End Event Helper	2	Assist the coordinator to plan and execute the events.
Book Fair Coordinator	4	Organize and execute the group's book fair. Duty includes advertise in and outside of the group, coordinate facility needs, table reservations for sellers and vendors, payments, and responsible for clean-up afterwards. This event is held in early June. Requires an announcement out to the group.
Book Fair Helper	1	Help the coordinator plan and execute the Book Fair

Christmas Event Coordinator	4	Responsibilities include planning the Christmas event for the group. The coordinator is responsible for advertising to the group, planning the activities, coordinating food, and creating your own budget. This event occurs in the beginning to mid- December. Requires an announcement out to the group as well as a sign-up.
Christmas Event Helper	1	Responsible to help the coordinator plan and execute the Christmas event.
Concert & Theatre Coordinator	4	Responsibilities include organizing the attendance at the various Severance Hall school concerts throughout the year. Theatre responsibility includes organizing the participation of various school theatre presentations at Playhouse Square, the Cleveland Playhouse, or other local theatres. The coordinator must advertise, within the group, the available concerts/plays during the school year. Flyers may be created for this purpose. Turn in the money to the contact person and disseminate tickets, if necessary.
Daddy/Daughter Dance Coordinator	4	Responsibilities include, planning the dance for the group. The coordinator is responsible for advertising to the group, planning the activities, coordinating food, and creating a budget. This event occurs typically in March. Requires an announcement out to the group as well as a sign-up
Daddy Daughter Dance Helper	1	Responsible to help the coordinator plan and execute the Daddy Daughter Dance.
Facebook Administrator	4	Responsible for connecting Archer members via Facebook. Posting discussion topics, pertinent homeschool information, events, etc. This group is closed and only for current Archer members only.
Field Trip Coordinator	5	Requires managing all field trip organizers. Important to space out events, collecting correct information, and making sure to offer a variety of options for both younger and older students. This commitment is an ongoing responsibility for the school year.
Field Trip Organizer	2	Responsible to organize a field trip, advertising the field trip within the group, and being present during the field trip. Submit idea and description to field trip coordinator well within 30 days out from your field trip. Your announcement and sign-up information go to the field trip coordinator. Please be cognizant of not repeating field trips. You will be assigned a specific month to host your field trip.

Friday Class Coordinator	5	Responsibilities include overseeing all facets of Friday classes. These include: securing teachers, class descriptions, organizing these classes electronically, scheduling students into classes, and overseeing the execution of Friday classes during the fall and winter session. Coordinator is also responsible for scheduling parents and substitutes.
Friday Class Coordinator Helper	5	Responsibilities include assisting the coordinator to ensure that Friday Classes run smoothly by arriving early, opening rooms and set ups, and serve as a point person for problem-solving on class days. Is committed to serve both semesters.

Geography/History Fair Coordinator	4	The coordinator emcee's the event and creates certificates for participants. Requires an announcement out to the group as well as a sign-up. This event occurs in November.
Geography/History Fair Helper	1	Responsible to help the coordinator plan and execute the Geography/History Fair.
Homeschool How-To Coordinator	4	Responsibilities include organizing the group's outreach seminar on how to start homeschooling. The coordinator will recruit moms who specialize in different types of homeschooling methods to speak at the seminar and/or our CHEO representative to speak. Advertising for this event is done inside and outside the homeschool group. This event typically occurs the beginning of May. This event should also be posted in the Grace Church Bulletin. Has been combined with the Interest Member Meeting.
Lego Olympics Coordinator	4	Responsibilities include organizing this event, planning a theme, preparing certificates/prizes, and advertising this activity to the group. Will need to organize the competition and the judging for the event. This event happens in January during the day. Requires an announcement out to the group as well as a sign-up.
Lego Olympics Helper	1	Responsible to help the coordinator plan and execute the Lego Olympics.
Make-A-Plate Coordinator	4	Responsible to plan, advertise the event within the group, order the forms, and collect funds from participating families. The day of the event, the coordinator will facilitate families in preparing their forms by offering coloring options and template copies. At the conclusion of the day, forms and funds are submitted. Also, responsible to distribute all products ordered. Event takes place in October in order to have products back by Christmas. Requires an announcement out to the group as well as a sign-up.

Mentorship Program Coordinator	5	Responsible for assimilation of new and old members alike to create opportunities for support and fellowship amongst these partnerships. Typically done by pairing members together for mentor/novice to get together to share. The goal is encouragement, provide speakers, panel discussion, and create informal get togethers
Middle School Event Coordinator	5	Plan multiple events for the middle school age group during the school year. Coordinate with the teen event coordinator to facilitate events for both age groups.

Mom's Night Out Coordinator	4	Responsibilities include setting up three events (fall, winter, spring) throughout the school year for the moms in our group. Christmas season is a fun time to plan something. These events are held in various places, and the coordinator is responsible for planning and executing the evenings. This should be a way for Archers' moms to connect in a "fun" environment. Examples may include: bowling, dinner, painting or glass blowing, movie, mini golf, theatre, etc.
Mother/Son Event Coordinator	4	Responsibilities include, planning the event, advertising to the group, planning the activities, coordinating food, and creating your own budget. This event occurs in the fall. Requires an announcement out to the group as well as a sign-up.
Mother/Son Event helper	1	Responsible to help the coordinator plan and execute the Mother/Son event.
Mother/Daughter Event Coordinator	4	Responsibilities include, planning the event, advertising to the group, planning the activities, coordinating food, and creating your own budget. This event occurs in the spring. Requires an announcement out to the group as well as a sign-up.
Mother/Daughter Event Helper	1	Responsible to help the coordinator plan and execute the mother/daughter event.
New Member Picnic Helper	2	Responsible to help organize and execute the New Member picnic. Helps with welcoming our new members. Jobs can include: invitations, coordinates food, and arranges activities. The event occurs on a weekend day in August before the Annual Meeting.

Presidential Fitness Coordinator	4	Responsibilities include overseeing this activity as the participants try to achieve progressive levels of fitness that coordinate with the President's levels of achievement. Students achieve awards by performing to a national standard in 5 different activities. The coordinator advertises the event within the group, disseminates appropriate awards at the conclusion of the event. PFC runs 4 Fridays in May. Utilizes parents of students participating in PFC to assist with timing, counting etc.
Presidential Fitness Helper	1	Responsible to help the coordinator plan and execute the Science Fair.
Science Fair Coordinator	3	This is co-coordinated with the Art Fair. The coordinator emcee's the event and creates certificates for participants. Requires an announcement out to the group as well as a sign-up. This event takes place in March.
Science Fair Helper	1	Responsible to help the coordinator plan and execute the Science Fair.
Service Project Coordinator	4	Responsible to coordinate one fall and one spring service project for the entire group. This project shall benefit a specific ministry, or organization that our group can support or help. This should include service by the children in the group. Responsible to create an announcement out to the group as well as a sign-up.

Spelling Bee Coordinator	4	Responsibilities include advertising well in advance of the event, and acting as emcee for the event. The coordinator also gives ribbons and certificates to participants. This event occurs in March. Requires an announcement out to the group as well as a sign-up.
Spelling Bee Helper	1	Responsible to help the coordinator plan and execute the Spelling Bee.
Swim Days Coordinator	5	Plan a minimum of 3 swim days at the Middleburg recreation center. Responsibilities include setting up dates with the rec center, advertising to the group, coordinating sign ups and attending all 3 swim days.
Talent Show Coordinator	4	Responsibilities include advertising well in advance of the event, and acting as emcee for the event. The coordinator also gives ribbons and certificates to participants. Requires an announcement & sign up out to the group.

Teen Activity Coordinator	4	Responsible to plan, advertise, and execute activities for the teens. Minimum of three events are to be planned for the teens. One in the fall, one in the winter, and one in the spring. Requires an announcement out to the group as well as a sign-up.
Teen Activity Helper	1	Responsible to help coordinator plan and execute teen Events.
Valentine Event Coordinator	4	Responsibilities include planning the event, advertising to the group, planning the activities, coordinating food, and creating your own budget. Requires an announcement out to the group as well as a sign-up.
Valentine Event Helper	1	Responsible to help plan and execute the Valentine Event.
Yearbook Coordinator	5	Responsibilities include coordinating a picture day for individual pictures and coordinating a group picture day. The coordinator will create a year book of ARCHERS students/families, this role also has the responsibility to work with a printer/publisher that will print a yearbook for our group. Advertising within the group for pictures and orders for the yearbook.
Yearbook Helper	2	Responsible to help plan and execute the group Yearbook.

Other Options that have been done in the past. If you feel led to lead one of these events, please feel free to share your thoughts with the Group Director.

- Oral presentations
- Model UN
- Prayer team / Bible study
- Career night
- Drama Club
- Student council