

CHEC Service Descriptions

“You Can” Homeschool Coordinator: Will coordinate and speak during the meeting for new homeschoolers and answer any questions they may have to begin the homeschooling process. Coordinate helpers where needed.

Achievement Testing Coordinator: Coordinates the testing process. Coordinates the helpers to monitor and administer the tests. Recruits snacks. Must have a Bachelor’s degree. Contact service coordinator for other requirements.

Achievement Testing Helpers(6-8): These moms monitor and help with the administering of the tests to the children. MUST BE AN APPROVED TESTER. Bachelor’s degree is REQUIRED. Contact service coordinator for other requirements.

Back to School Tea Coordinator: Arranges and delegates to assistants the coordination of the back to school tea

Back to School Tea Assistants (5): Help wherever needed for the tea.

Back to school party: Determine date, time and make reservations. Also notify group. Possible options: Bowling, Miniature Golf, etc. (try to be sure it is available and fun for all ages).

Choir Coordinator: Will pick the program of choice, teach the choir, and arrange the performance.

Choir Helper (1): Will assist the choir coordinator where needed.

Coffee at monthly meetings: Will set up and clean up the coffee and beverage for all monthly meetings.

Community Service Projects: It is your responsibility to make sure that at least 2 service projects per semester happen. Some examples are: volunteering at a local shelter, welcoming or writing letters to local soldiers in war, making and delivering cards for children in local hospitals, clean a local park, visits to a local nursing home.

Door Prizes: Get donations from homeschool businesses and then local businesses if needed.

Family cookout coordinator: Will arrange and delegate to helps for the cookout.

Cookout helper (1): Will help the coordinator where needed.

Field Days Coordinator: It is your responsibility to determine the day, times, events, and place to have field days. Field Days is a day filled with fun activities for the kids such as running, jumping, etc. events. You will have 6-8 helpers for this event. It is your responsibility to contact them and let them know what they are responsible for. It is best if this event takes place in April. You should contact all your helpers by early March. If you have questions, contact the Field Trip Coordinator.

Field Days Helpers(4): You are responsible for helping the coordinator for Field Day. The coordinator should contact you by early March. If you have not heard from them by the end of March, it is your responsibility to contact the Field Trip coordinator to find out why.

Field trip assistant: Plan 1 field trip for the month you sign up for. Getting reservation, signups, monies involved, map to location, and coming to the field to organize all participants in the field trip itself. Give time and place to coordinator for the calendar and signups. This information must be given to the coordinator at least 2 weeks before the field trip. If money is due before the date of the field trip, it must be 2 weeks before the money is due. Some field trip ideas include: Discovery Science Place in Tyler, KLTV studio in Tyler, Tiger Creek Wildlife Rescue in Tyler, taking a swamp boat tour in Jefferson, water treatment plant, Mud Hut, veterinarian office, Hudnall Planetarium located at UT-Tyler, Rusk Train

Depot, visiting the local police station, visit court while it is in progress, touring the Longview News-Journal, touring a local business, such as restaurants or other establishments. Contact the Field Trip Coordinator with any questions.

Jr. & Sr. High School Field Trip Assistant Coordinator: Your job will consist of helping the Field Trip coordinator plan field trips specifically for Jr. & Sr. High students.

Geography Bee: Arranging the geography bee, and finding the place, coordinating, awards given for the bee.

Gods World: Bringing to monthly meetings and passing out catalogs. Taking orders and delivering orders to parents at the meetings.

Grades 7-12 events: Plan an activity specifically geared for Jr and Sr High students. Involves making reservations, if necessary; collecting money, if necessary, etc. Some examples are bowling, game night, glow golf, miniature golf, Christmas party, park, etc.

High school banquet coordinator: Ultimately decides and arranges the place, monies involved, reservations, decorations, etc and delegates to other parents who are participating in the banquet.

High school banquet helpers (4-5): Helps where needed.

Lego club: Arranges times, date, place, theme for the month and snack signup (public library is a good place).

Librarian: Sorts, takes in books, checks them out, arrives early for meetings and stays after meetings to close library and put checked in items away.

Librarian assistant: Assists or takes turns at certain meetings with librarian.

Member Care Coordinator: Organize meals, send cards, and encouragement for those needing care (new baby, deaths, illness, etc.)

Moms night out: Arranging place, time and dates for monthly MNO. Creating a theme or discussion for each meeting. Fellowship time with other moms.

Monthly Meeting setup/takedown: These people will arrive at 6:30 p.m. to help setup for the month they signed up for. They will stay after the meeting and help cleanup the fellowship hall, bathrooms, and any classrooms, kitchen used. This would be vacuuming, taking out trash, picking up tables and chairs/moving any equipment that was used that night.

Monthly Meeting Snacks (2-3 per meeting): Responsible to bring any type of finger food to feed 20-25 people.

Park days: Arranging monthly or weekly meetings and what time date and place at the park.

Red Cross Baby-sitting Coordinator: Plan a day, time, and location for those who would like learn baby-sitting skills from the local Red Cross. Getting reservations, sign ups, monies involved, map to location and coming to the field are your responsibility.

Safety city: A field trip that the city of Longview puts on to help the children be safe on the streets. It's an actual little city the kids go through. The coordinator will make reservation, date, time and place for this event. You are responsible for contacting the Field Trip coordinator to make sure all the information is put on the website at least 2 weeks in advance before the actual field trip. Our contact person from last year was Kristie Bryan and her email is KBrian@ci.Longview.tx.us. You may also call the main number at the police station and they can tell you who sets up field trips. Other option is to fill out the contact form on their website -- www.longviewsafetycity.com -- and let the right

person contact you. You will need to contact them by the beginning of October to make sure that our group will have a time sometime during the year. Reservations are made early.

Scholastic books: Brings and sets up a catalog table, take orders and receive and distribute these orders at the meetings.

Secret sister: Pairing up secret sisters and at the end of the year having a party and get together to disclose who is their sister.

Senior Graduation Reception Coordinator: coordinates and plans the reception that immediately follows the graduation. There will be a team of helpers. Together they plan for the anticipated number of guests when ordering the cakes and purchasing supplies for punch and any other necessary supplies. Coordinator and team are also responsible for the clean-up afterwards.

Senior Graduation Reception Helpers (3-4): Assist reception coordinator as needed.

Six flags read to succeed: Contacting 6 flags and getting their program. Arranging for signups, and participants, getting the tickets and distributing them.

Spelling Bee: Arrange time, place and make reservations for the bee. Conducting the bee itself and have awards at the end.

Used Book Sale Coordinator: Plan and delegates where needed the book sale. Arranges for reservations at the church. Oversees the cleanup process.

Used Book sale assistants (4-5): Helps where needed.