

**Citrus Park Christian School  
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Tampa, FL 33625  
(813) 920-3960  
[www.citrusparkchristianschool.com](http://www.citrusparkchristianschool.com)**

**Dear CPCS Families:**

**Welcome to the 2017-2018 school year! Much of what makes Citrus Park Christian such a great school is the support provided by parents and community involvement. This Volunteer Handbook has been developed to share with you the many volunteer opportunities available this year. There are not only classroom opportunities, but school-wide as well. Please take a moment to review the volunteer descriptions, fill out the insert and return it to your homeroom teacher as soon as possible. We look forward to your participation as you share your time, talents and gifts. We know that you will receive a special blessing by contributing to the enhancement of our school as you catch the volunteer spirit!**

**And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance, for you serve the Lord Christ.**

**Colossians 3:23 – 24**

## CPCS Admissions Policy

CPCS is a non-denominational Christian school providing a traditional, academically sound Bible based education. Our reputation for high standards of academics and discipline allow us the opportunity to provide a quality, well-rounded Christian education to your children.

## Non-discrimination Policy

CPCS admits students of any race, color, or ethnicity to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational programs policies, admissions policies, athletic and other school administered.

## Missions Statement

It is the mission of Citrus Park Christian School to connect children and families to Christ through Christian education.

## Volunteer Requirements

Volunteers who are on campus more than 40 hours per month will be subject to background screening through the Florida Department of Law Enforcement. Volunteers on campus for fewer than 40 hours per month are not subject to screening but cannot have unsupervised contact with students at any time.

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**\*\* Starred items on each page qualify toward Family Volunteer Service Hour Opportunities.**

## **CLASSROOM VOLUNTEER**

There are many ways to be involved in your child's classroom. Opportunities vary by grade. As activities come up during the school year, your Homeroom Mom will contact you.

Examples of opportunities include:

- ▶ Chaperoning a field trip
- ▶ Contributing to a class party/picnic
- ▶ Helping in the classroom

**Contact Your Homeroom Mom**

## **HOMEROOM MOM MINISTRY**

### **Homeroom Mom Job Description:**

▶ **To support the school and assist the teacher in the organization of classroom activities and field trips (1 Thessalonians 5:11)**

▶ **Support the teacher, faculty, administration and room mom coordinator with prayer, encouragement and cooperation (Hebrews 3:3)**

▶ **Uphold the CPCS policies and procedures (Ecclesiastes 8:6)**

▶ **Have a positive attitude toward the CPCS policies and procedures (Philippians 2:5)**

▶ **Have a positive attitude toward your position as a CPCS room mom (Philippians 2:5)**

▶ **View your leadership position as a privilege and not an imposition (Romans 12:8)**

▶ **Attend room mom meetings so you can keep abreast of school wide activities (Hebrews 10:25)**

▶ **Pray for your teacher and class (1 Thessalonians 5:11)**

▶ **Be a team player (Romans 15:5)**

## **CLASS FIELD TRIPS**

Parents are welcome and encouraged to chaperone class field trips. Opportunities vary by grade. In order to make the day manageable for the teacher as well as the students, chaperones may be asked to have a small group of children in addition to their own child which they would be responsible for watching until the students are loaded back on the CPCS bus or van.

## **SEPARATING WORKBOOKS** **(First weeks of school)**

If you are looking for fellowship with other parents while helping the school by separating workbooks, then this is the volunteer job for you! Each year parents help the teachers by separating and collating student workbooks. All work is done in the mornings from 8 a.m. to 10:30 a.m. Come immediately after drop-off and have fun!

Help is needed in the following areas:

- ▶ Pick up books from the classroom\*\*
- ▶ Cut book binders\*\*
- ▶ Separate/collate books and quizzes\*\*
- ▶ Staple or paper clip pages together\*\*
- ▶ Return books to the classroom\*\*

**\*\*Qualifies toward family volunteer service hours**

Contact Laurel Spadaro (813) 335-2572  
[spadarol@tampabay.rr.com](mailto:spadarol@tampabay.rr.com)

or Janet Buck (813) 857-4002  
[janet.buck@aol.com](mailto:janet.buck@aol.com)

**BOX TOPS FOR EDUCATION**  
**September - December**  
**INKJET CARTRIDGES**  
**Ongoing**

This program allows schools to exchange Box Tops labels from General Mills products for cash. Contests and weekly drawings are held for rewards and incentives.

Save and send in your empty inkjet cartridges as we receive money in exchange for the old cartridges (laser cartridges not accepted). Get your place of business involved in helping our school.

Help is needed in the following areas:

- ▶ Counting Box Tops during contest\*\*
- ▶ Helping at the Box Tops Breakfast\*\*
- ▶ Packaging/mailing inkjet cartridges

\*\*Qualifies toward family volunteer service hours

**BOX TOPS – Carmen Klaus (813) 920-3960-x 204**  
[cklaus@citruspark.org](mailto:cklaus@citruspark.org)

**Ink Jet Cartridges –**  
**Diane Horne (813) 920-3960, ext. 207**  
[dhorne@citruspark.org](mailto:dhorne@citruspark.org)

**YEARLY FUNDRAISER-TBD**  
**(Fall, 2017)**

CPCS will have a school wide fundraiser this fall.  
Details will be provided once finalized.

Fundraisers allow the school to purchase items  
needed but not allocated in the budget.

**\*\*Qualifies toward family volunteer service hours**

Contact: Patty Gleason (813) 920-3960, ext. 211  
[pgleason@citruspark.org](mailto:pgleason@citruspark.org).

## **HOMECOMING** **(November, 2017)**

Every year CPCS has Spirit Week with the culmination ending at homecoming. Homecoming takes place during football season.

Help is needed in the following areas:

- ▶ Build and decorate “props” for the homecoming theme\*\*
- ▶ Decorate at the Homecoming location\*\*
- ▶ Work Concession booth during Homecoming game\*\*
- ▶ Set up/take down decorations the night of the Event\*\*

**\*\*Qualifies toward family volunteer service hours**

Contact: Charity Thompson (813) 920-3960, ext. 307  
[cthompson@citruspark.org](mailto:cthompson@citruspark.org)

**GINGERBREAD SHOP**  
**“WHERE KIDS LEARN THE JOY OF GIVING”**  
**(Dec. 4-8, 2017)**

Again this year, we are pleased to offer the Gingerbread Shop for the holiday season. This program will provide the students with the opportunity to purchase special gifts for mom, dad, brother, sister, grandparents, teachers and friends. Each student will be able to experience the thrill of selecting their own holiday gifts and participate in a learning experience involving decision-making and the value of money. Be sure to mark your calendar. Merry Christmas!

Help is needed in the following areas:

- ▶ Set-up\*\*
- ▶ Staff the shop during open hours\*\*
- ▶ Serve cookies\*\*
- ▶ Clean-up\*\*

\*\*Qualifies toward family volunteer service hours

Contact: Gina Betz (813) 920-3960, ext. 218  
[gbetz@citruspark.org](mailto:gbetz@citruspark.org).

## **BOOK FAIR** **(February 2018)**

Every year CPCS hosts a book fair. The Book Company will provide numerous selections for students and adults to purchase. The proceeds go toward the continuing growth of the school library.

Help is needed in the following areas:

- ▶ Assist the students with selections\*\*
- ▶ Help with the contest
- ▶ Provide a meal for two adults during the week of the book fair\*\*
- ▶ Interact with the customers\*\*

**\*\*Qualifies toward family volunteer service hours**

Contact: Emily Boyce (813) 920-3960  
[eboyce@citruspark.org](mailto:eboyce@citruspark.org).

**OPEN HOUSE DATES SCHOOL TOURS**  
**(January – May, 2018)**

Show prospective families what CPCS is all about. Parent volunteers are needed to give tours of preschool through high school to families that are interested in CPCS. Training session provided. Tours are given weekly and for the scheduled open house dates.

**\*\*Qualifies toward family volunteer service hours**

Contact: Patty Gleason (813) 920-3960, ext. 211  
[pgleason@citruspark.org](mailto:pgleason@citruspark.org)

**ELEMENTARY FIELD DAY**  
**(March 9, 2018)**

Enjoy time with your children in the beauty of God's great outdoors. Field Day for K5 through fifth graders is held each year in the spring and is a wonderful opportunity for the children to participate in the various activities. Come and enjoy the fresh air and the spirit of Field Day!

Help is needed in the following areas:

- ▶ Time and score keeper\*\*
- ▶ Manning a game\*\*
- ▶ Selling snacks

**\*\*Qualifies toward family volunteer service hours**

**Contact: P.E. Dept.**

**ADMINISTRATIVE PROFESSIONALS DAY**  
**(April 25, 2018)**

Administrative Professionals Day is celebrating those individuals that give countless hours behind the scenes to make our school run smoothly. We will enjoy making the day special for them.

Help is needed in the following areas:

- ▶ Providing breakfast
- ▶ Making gift baskets
- ▶ Obtaining gift certificates

Contact Laurel Spadaro (813) 335-2572  
[spadarol@tampabay.rr.com](mailto:spadarol@tampabay.rr.com)

or Janet Buck (813) 857-4002  
[janet.buck@aol.com](mailto:janet.buck@aol.com)

## **TEACHER APPRECIATION** **(April 30-May 4, 2018)**

Teacher Appreciation is a special week toward the end of the school year when we have the opportunity to show the teachers how much they mean to us. This is a school-wide event with special activities and surprises planned each day of the week for the teachers.

Help is needed in the following areas:

- ▶ Coordinating the week's activities
- ▶ Preparing and sending in food
- ▶ Decorating rooms\*\*
- ▶ Hosting the various activities\*\*

**\*\*Qualifies toward family volunteer service hours**

Contact: Cassie Boccabello (813)963-1778  
[cboccabello@citruspark.org](mailto:cboccabello@citruspark.org)

**LUNCH VOLUNTEER**  
**Monday-Friday: Daily Lunch**

Would you like to spend some time with your child during his or her lunch period and help the school at the same time? We are looking for volunteers to work serving lunches.

Help is needed in the following area:

- ▶ Set up and serve lunch during the lunch periods each day
- ▶ Help with cleaning tables after each lunch session.

Lunch is from approximately 10:45 a.m. to 1:30 p.m.

**\*\*Qualifies toward family volunteer service hours**

Contact: Fran DeCristi (813) 453-4806  
[fdecristi@citruspark.org](mailto:fdecristi@citruspark.org)

## **HELPING HANDS** **(Ongoing)**

**We are looking for volunteers that would love to help others in our school family in their time of special need. These are made known to the school and will be brought to this committee to see where special helping hands are needed to share God's love. These needs could range from a wedding to the birth of a baby, or a prolonged illness or death.**

**Help is needed in the following areas:**

- ▶ Determine needs such as meals, etc.**
- ▶ Call Helping Hands list to fulfill needs**

**Contact: To be announced**

**MOMS IN PRAYER**  
**(Weekly-TBA)**

***Moms in Prayer International*** is a group of mothers or caretakers who meet weekly to pray for their children and school. This organization started in 1987 and has groups across America and many other countries. Come and join other mothers who meet weekly to pray. Date and location will be announced in the Tuesday Folder.

Many blessings await us as we look to our Father for guidance and wisdom this year. We look forward to seeing you there.

Pour out your heart like water before the face of the Lord, lift up your hands toward Him for the lives of your children.

Lamentations 2:19

**\*\*Qualifies toward family volunteer service hours**

Contact: Brenda Gordillo (813) 240-0753  
[abc8314317@verizon.net](mailto:abc8314317@verizon.net)

## **CLASS PICNICS/PARTIES** **(May)**

The end of year class picnic or party is a special day near the end of the school year where the class comes together to celebrate the conclusion of a wonderful year spent together. This is a fun day of games, activities and good food in an off campus setting.

Help is needed in the following areas:

- ▶ Coordinating the day's activities
- ▶ Donating food
- ▶ Chaperoning during the event

**Contact: Your Homeroom Mom**

**VOLUNTEER BREAKFAST**  
**(May)**

**CPCS loves to show appreciation for its volunteers. If you have volunteered throughout the year, please join us in the special day of appreciation.**

## **HIGH SCHOOL FUNDRAISERS** **(Ongoing)**

CPCS has school wide fundraisers which are conducted each year with 100 percent of the proceeds going toward special projects as determined by school administration. This money is not used to pay salaries or bills. All students are encouraged to participate. Classes may conduct fundraisers throughout the year in order to raise funds for Senior Trip. All fundraisers should be advantageous to the buyer as well as the seller.

Help is needed in the following areas:

- ▶ Coordinating class fundraisers
- ▶ Assisting with fundraising projects

Contact: Secondary Office (813) 920-3960, ext. 246

## **SELLING YEARBOOK ADS** **(Ongoing)**

CPCS is in need of parents to solicit local businesses to purchase an ad in the CPCS Yearbook, the Eagle Talon. Ads vary in size and income from business ads help offset publishing costs of the yearbook.

Help is needed in the following areas:

- ▶ Solicit businesses to purchase advertising in the CPCS Yearbook\*\*
- ▶ Coordinate with the Yearbook Advisor in number of ads needed and placement of ads in the Yearbook\*\*

**\*\*Qualifies toward family volunteer service hours**

**Contact: TBA**

## **MARKETING AND ADVERTISING** **(Ongoing)**

CPCS is in need of parents to help in marketing and advertising CPCS to the Tampa Bay community. This involves media contact, such as radio, newspapers, magazines, etc. with information on events taking place at school. Volunteers are needed to contact area businesses to allow school literature to be displayed for customers. Also, asking for donations to fund advertising of the school on radio, in magazines, or other venues.

Help is needed in the following areas:

- ▶ Soliciting donations for advertising costs\*\*
- ▶ Contacting businesses to promote CPCS by displaying brochures, flyers, etc.\*\*
- ▶ Informing media of CPCS events such as musicals, concerts, plays, sports events, etc.\*\*

**\*\*Qualifies toward family volunteer service hours**

Contact: Desiree Ullo (813) 817-6258

[dan.ullo@verizon.net](mailto:dan.ullo@verizon.net)

## **MAINTENANCE AND GROUNDSKEEPING** **(Ongoing)**

**CPCS is actively committed to continually improving the buildings and grounds. Our desire is for those who pass by or come on site to take notice of our campus. Projects are planned and implemented over summer and during the school year as time and funds allow. You can have a part in keeping our school looking its best at all times. This is a great opportunity to fulfill your family volunteer service hours.**

**Help is needed in the following areas:**

- ▶ Time and energy with physical work\*\***
- ▶ Monetary donations**
- ▶ Donations of products or services for projects\*\***

**\*\*CPCS high school students can earn community service hours for helping with building and grounds projects.**

**\*\*Qualifies toward family volunteer service hours**

**Contact: Barry Yellets (813) 920-3960, ext. 208**  
**[byellets@citruspark.org](mailto:byellets@citruspark.org)**

**EXAMPLES OF VOLUNTEER SERVICE HOURS:**

**All Work Days, Picture Day, School wide fundraisers,  
Gingerbread Shop, Book Fair, Athletic Event Concession  
Sales, Prep Work for Musicals, Homecoming, etc.**