



WILLAMETTE VALLEY CHRISTIAN SCHOOL
9075 PUEBLO AVENUE
PO Box 9088
BROOKS, OR 97305
(503)393-5236

2009/2010 "FRIENDS OF THE SCHOOL" Volunteer Program

Now that you have enrolled, or re-enrolled, your child at WVCS, please be aware of the opportunity to make a commitment to our parental volunteer program, "Friends of the School" (F.O.S.). This program is endorsed by the school board as an effort to help keep our tuition and fees at a minimum.

Participation we receive from parents helps offset the difference between tuition and fees and the actual cost of operating WVCS. Without the teamwork of WVCS friends and families, it would be necessary for tuition and fees to be considerably higher!

To aid in this effort, we are asking each family to seriously consider being a part of F.O.S. If you are unable or uninterested in actively participating in the program, a \$350.00 annual fee will be added to your account. This is a year-by-year commitment from July through June of each school year.

The enclosed information explains the participation requirements. Please read it carefully and return the signed participation form to the school office as soon as possible. *If we do not receive this before August 31st, we will assume you are not participating in the F.O.S. program and the \$350.00 fee will be applied to your account.*

Please watch for volunteer opportunities in the school newsletter throughout the school year. Enclosed is a list of activities in which you will have the opportunity to be involved.

Your participation in this program significantly impacts the school and is greatly appreciated.



"FRIENDS OF THE SCHOOL" Volunteer Program

2009/2010 School year

Willamette Valley Christian School

P.O. Box 9088, Brooks, Oregon (503) 393-5236

Families who participate in the "Friends of the School" (F.O.S.) volunteer program agree to volunteer a total of 70 hours (*35 hours for ½ day Kindergarten parents or single parents*). The non-participation fee of \$350 will be waived for families joining the Friends of the School program. The entire 70 hours must be volunteered within the current school year, July 1, 2009 thru June 15, 2010.

Following is a list of possible volunteer opportunities available toward the required 70 hours:

1. Auction & Dinner - March - 30 hours total required.

The benefit auction is a required area of participation for F.O.S. participants. Aside from the auction, families may invest their hours as they choose, but 30 hours of participation are required for the auction and are broken down in the following ways.

1. Auction committee work - minimum of 10 volunteer hours
2. Securing donations - \$100 in goods, services or cash, (acquired or given) qualifies for 10 hours of work
3. Ticket purchase (2) auction tickets - qualifies for 10 hours

* Additional donations or ticket purchases beyond the minimum requirement **cannot be applied** toward additional auction volunteer hours, but may be applied toward general F.O.S. volunteer hours. **A \$5 hourly fee will be assessed to your account for each hour short of the 30 hours minimum requirement.**

2. Brooks Antique Power Land Show - July 25 & 26, August 1 & 2

One hour of volunteer time qualifies for one hour of work.

This involves helping with the show details, selling tickets, garbage collection, parking cars, etc. Volunteers (parents and students) are scheduled to work at various times. All families joining Friends of the School will be contacted by the committee

chairperson with participation instructions and details. Antique Power Land pays the school an hourly fee for each hour our families volunteer.

3. **Fall Reader's Digest Magazine Drive** - early September

Four magazine orders qualify for one hour of work

This is an annual fund-raiser in which the entire school participates. It is usually the second week of September. This is an awesome fund-raiser that usually generates significant funds for the school. Information will come home with students.

4. **SCRIP Purchasing** - July through June

\$1.00 of purchased scrip - qualifies for 1 minute of work

Please see the enclosed SCRIP sample order form

SCRIP ORDERING: Scrip is another word for gift certificates. When you purchase scrip gift certificates from qualifying stores and restaurants, they will donate a percentage of your purchase cost back to our school, i.e. Safeway gives 5% back to our school and McDonalds gives 20% back to our school. The P.A.C.T. group sponsors this fund-raiser and uses the funds for school needs.

The SCRIP Store, located upstairs in the main school building, is open every week during school on Thursdays from 2:45-3:15 p.m. Other open days will be announced in the newsletter. SCRIP ordering is available during summer months as well. Please see the school office for more information.

5. **Athletic Department** - Throughout the school year

Driving to games, concessions, ticket sales, game set up/assistants

ATHLETIC DEPARTMENT: All parents with students participating in the athletic program are required to assist with the athletic program. This will involve driving to games, working concessions, ticket sales, cleanup, etc. The details for working the required hours will be outlined in the athletic policy which you will receive prior to each athletic season. The athletic director or booster club chairperson will be coordinating the volunteer work hours required.

6. **General Fund Raisers** - July through June of the school year

Each \$1.00 raised toward fund raiser purchases or sales qualifies for 1 minute of work. (See's Candies, Cookie Dough, etc.)

Throughout the school year there will be several fund-raisers for various purposes, i.e. yearbook, field trips, athletics, etc. Each dollar raised through personal purchases or sales, will qualify for one minute of donated time for Friend's of the School participation.

7. **Classroom/School Activities:** July through June (qualifies on a per hour basis)

Room helper	School library/media helper
Book fair helper	Driver for field trips
Drama/music productions	Listening to reading groups
P.A.C.T. (Parent Advocates for Children and Teachers)	Helping with lunch orders
Yearbook helper	Help with A.C.S.I. activities
Teaching 7-12th grade electives	School maintenance/work days
Yard sign/brochure holder placement (5 hours each)	New family referrals (5 hours)
Holiday Bazaar	

CONDITIONS THAT APPLY: Per IRS taxable donation qualifications, funds or services donated to WVCS for a tax benefit cannot be applied toward F.O.S. hours. A F.O.S. statement will be sent quarterly to all F.O.S. participants along with grade reports. **All volunteered hours must be reported on a F.O.S. voucher form and received in the school office by June 15th. Adjustments cannot be made to F.O.S. accounts after June 15th. A \$5 hour per hour fee will be assessed to your account for each hour short of the 70 volunteer hours required.**



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VOLUNTEER VOUCHER FORM - Friend's of the School

Name _____ Phone _____

Date xx / xx / xx	Time began work a.m. / p.m.	Time ended work a.m. / p.m.	Total Hrs.	Project/ Fund raiser details

Our family has completed the above hours or equivalent. Please credit the above volunteered hours to my F.O.S. account.

Parent's signature

Date

REMINDER: Please complete this form every month and return it to the school office. This form may be downloaded from the school's web site for your convenience @

www.willamettevalleychristianschool.org



"FRIENDS OF THE SCHOOL" COMMITMENT FORM

2009/2010

Willamette Valley Christian School
P.O. Box 9088, Brooks, Oregon
(503) 393-5236

Yes, I will be involved with F.O.S. and volunteer to work a total of **70 hours (35 hours for 1/2 day Kindergarten parents or single parents)** on approved school projects, fund-raisers, or events within the school year (July through June). I will complete a **Volunteer Voucher** monthly, documenting my hours, and turn it in to the school office.

I understand that a quarterly "Friends of the School" work voucher statement will be sent to me summarizing my total hours worked to date.

I understand that if I fail to volunteer and submit a total of 70 hours by June 15, my account will be charged \$5.00 for every hour short of the 70 hours required. If the required hours are not fulfilled, I agree to pay these fees.

No, I do not wish to participate in the F.O.S. program. I understand that a \$350.00 charge will be added to my account, in lieu of participation.

Signature _____ Date _____

Name _____

(please print)

Circle the **fall** grades(s) your child(ren) is/are in:

K 1 2 3 4 5 6 7 8 9 10 11 12

PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE AS SOON AS POSSIBLE. IF WE DO NOT RECEIVE THIS FORM BY AUGUST 31, WE WILL ASSUME THAT YOU HAVE CHOSEN NOT TO PARTICIPATE AND THE \$350 NON-PARTICIPANT FEE WILL BE ASSESSED TO YOUR ACCOUNT.