



## 2017-2018 Family Volunteer Commitment

*On average, co-op is a 3-4 hour weekly commitment for everyone. Some members will complete all 3-4 hours during co-op. Others will do some time at co-op and additional time planning at home. This volunteer commitment can be fulfilled one or more various ways, some of which are listed below.*

### TEACHING A CLASS

- Class time plus preparation time
- Lead teachers usually fulfill their volunteer commitment with time spent at home, including planning a course and preparing a syllabus, which will be completed in the summer and winter breaks.

### WORKING IN A CLASS (MINIMAL PREP WORK)

#### Positions:

- Class Assistant (Assistants are encouraged to be interactive with the Lead Teachers and are the first choice substitute if the Lead Teacher is ill/out of town.)
- Nursery/Preschool

### LEAD or SERVE on A COMMITTEE (some committees are one person committees)

- |                                 |   |
|---------------------------------|---|
| Chapel Coordinator              | Jr High   |
| Admin Assistant to the Director | Homeschool Information/Resources  |
| Class and Teacher Coordinator   | S.H.E.E.P Team (Spiritual Care, Hospitality, Encouragement, Exhortation and Prayer) |
| Events Team                     | Nursery/Preschool Planning & Preparation  |
| Field Trips                     | Volunteer Coordination  |
| Fundraising                     |   |
| Set Up/Clean Up Oversight       |   |

**How much will I need to work?** Everyone needs to be available the whole time their children are participating in co-op. We will make every effort to facilitate “down time” for moms to fellowship and relax, however, please understand that we cannot guarantee this will always be possible.

**Where will I work?** It takes many people to keep the co-op running smoothly. From teachers and class assistants to nursery and clean-up, every part is essential. Your assignments will be based as much as possible on your spiritual gifts, talents, and the preferences listed on your enrollment form.

**Can I leave the campus during co-op?** No. Members must stay on campus during the entire co-op day. Please feel free to fellowship and relax in the “Mom’s Room”. In the case of an emergency, see the leadership at the check-in counter.

**What if I go out of town or have an appointment?** Obviously, the co-op runs most smoothly when everyone is present, so please plan other activities around co-op day whenever possible. If you must miss a co-op day, please contact the Volunteer Coordinator (with as much notice as possible) about your absence so that arrangements can be made to fill your place.

**What if someone in my family is sick?** In cases of sickness, please contact the Volunteer Coordinator as soon as possible so they can arrange a sub. If you cannot reach her or do not get a response within 15 minutes, please reach out to the Director and other members of the Leadership Team to be sure we are aware that you will not be attending that day. If you are healthy and are able to leave a sick child with a spouse or grandparent and still come to co-op to fulfill your volunteer commitments, that would be great.

### Substitute Policy:

1. **Each member is allowed two “free” absences per semester.** After that, the volunteer coordinator will keep track of absences and members with 3+ absences will be at the top of our substitute list until they have “made up” their absence(s) in excess of the two allowed (*All members are on the sub list, however, members that are never/rarely absent should not need to sub very often, if at all*).
2. **Four absences in a semester are potential grounds for dismissal from the co-op** at the discretion of the board. Some absences can be “excused”—also at the board’s discretion—and do not require make up sub time. Obvious allowances are made for members with extenuating circumstances, ie. family emergencies, severe injuries, etc...

Above all, please remember that *Arrows operates as a true co-op*. We do not have paid staff and each member is crucial to the success of our co-op day. When multiple members are absent each week, it puts a strain on the rest of the members to cover those that are missing. Arrows has planned numerous “rest weeks” as well as lengthy summer and winter breaks to allow flexibility to our members. **Please do not plan vacations or appointments during co-op days** unless absolutely unavoidable. Having family in town, while understandable, is generally not a reason to miss co-op. In these cases, it is acceptable to come to co-op only for a member’s volunteer commitment—leaving early is fine. Family members are welcome to visit our co-op as well—please let leadership know if you have a visitor coming with you on a co-op day.

**We encourage all members to have a “back up plan” for their co-op responsibilities** if at all possible. Consider preparing your husband, mom, sister, etc... to fill in for you if you are unable to come to co-op, or perhaps to stay home with a child that can’t come to co-op so you can still come. Other co-op moms may be willing to fill in for you (on their “off period”) as well. All members and substitutes must have a background check on file before they will be allowed to attend co-op.

Communication is key in these cases and if you have any concerns about how this policy might affect you and your family’s participation in Arrows, please don’t hesitate to talk with Becky or other Arrows leadership.

*It is our prayer that we all will have a servant attitude and view  
the co-op as an opportunity to bless and serve one another.*

## **Family Volunteer Commitment**

(please read and sign below)

*We have read and understand **Arrows Parent Volunteer Commitment Policies**. **Arrows CHC operates as a cooperation of families** endeavoring to supplement the education of their children. Arrows is only as strong as its weakest link. Arrows CHC is not a school. Membership fees cover facility management, administrative costs, safety and supplies. The hours of service performed by members **are absolutely necessary** to Arrows’ existence and success. We understand that failure to fulfill our family’s volunteer commitment may result in termination of our membership.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_