

## **LONG TERM HELP**

**Every year, help is needed in the following areas:**

**Cafetorium:** There are four service shifts. 8-9 , 9-11 , 10:45-1 , and 1-3

**Clinic:** You will be relieving the school nurse and receptionist for lunch.

**Art Room:** Help is needed assisting the children with their artwork.

**Spanish Room:** Help is needed with the little children, and in other ways designated.

**Music Room:** There are a variety of availabilities in the service. Recorder help is needed on Fridays. There is also 1-2 hours of office and paperwork. During the year, Mrs. Ashley runs many musical programs that require production work. Please check the website for more opportunities as the year progresses.

**Playground:** Additional Supervision is always a plus. The service hours are between 11:15 and 1:30. Flexible hours are available for those who cannot commit to the full two hours.

**Media Center:** Responsibilities include shelving and checking books in and out. Front desk help, as well as providing one-on-one reading, is also needed.

**Fundraising:** This provides the school with auxiliary funds for field trip transportation, supplemental teacher supplies, and special projects. Primary campaigns are our QSP drive, and Walk-a-thon.

**Socials:** With 2 socials a year, we provide our ACA families with a chance to get together and meet friends! Help with planning, supplies, set-up, and service are required.

**Fall Festival:** The Church raises money for various charities. ACA families are required to work two hours per child attending the Academy.

**Homeroom Parent:** Responsibilities include coordinating service hours for the class fall festival booth, Advent Outreach, classroom celebrations, and gifts.

**Classroom:** Help the Teaching Assistant on completing projects for the class. Service hours vary and not all grades require assistance. Schedules will be determined by late August.

**ANY QUESTIONS/CONCERNS PLEASE EMAIL  
[ACAVOLUNTEERS@GMAIL.COM](mailto:ACAVOLUNTEERS@GMAIL.COM) OR CALL 407-463-1363**

**VOLUNTEER COORDINATOR; LORA WENTZEL**

**Dear Parents:**

**Welcome to the Academy! My name is Lora Wentzel, and I am the Volunteer Coordinator for the school. My job is to ensure that all volunteer shifts for the school are covered and coordinated with all of the schedules. On the following sheet, you will see many of the volunteer opportunities within the school.**

**My primary method of communication is email. The school's volunteer email address is [acavolunteers@gmail.com](mailto:acavolunteers@gmail.com). Any correspondence sent to that email goes directly to me. This past year we have instituted an email chain for all the volunteer needs that has been incredibly successful.**

**The email chain operates along these lines: I am informed of a need at the school and I send out a blanket email to all on my list. If you are able to help out, you "reply" email me. If you are unable to help, you delete or ignore me. From there, I either coordinate the schedule, or pass the information along to those who need it. We have covered almost all schedules and needs this way. It has also been tremendously helpful with ensuring that all are able to get their 35 hours when needed.**

**If at any time you would like more information, please feel free to contact me.**

**I hope your years here are as happy as mine have been!**

**Sincerely,  
Lora Wentzel**

**[acavolunteers@gmail.com](mailto:acavolunteers@gmail.com) or 407-463-1363**