

Dear Parents,

The Heritage Christian Academy Family Association (HCFA) is in need of your assistance. HCFA is a parent organization that helps support our school in many ways. As each year progresses we need more and more help. The following is a lists some of the many areas where help is needed. Please take a few minutes to look at the list and strongly consider your help. Heritage’s past and continued success is due in part to your participation. Not only will it be a great benefit to H.C.A., but your child/children will greatly benefit by your participation, or assistance.

CLASSROOM

- BOOK ORDERS GRADE_____ NAME_____
- PARTIES GRADE_____ NAME_____
- TUTORS GRADE_____ NAME_____
- COPYING GRADE_____ NAME_____
- CORRECTING, RECORDING, FILING
 GRADE_____ NAME_____
- FIELD TRIP IDEA’S _____
- FIELD TRIP COORDINATORS - GRADE_____ NAME_____
- FIELD TRIP DRIVERS - GRADE _____ NAME_____

EVENTS

- FALL FAMILY PICNIC
 - COORDINATOR _____
 - TREATS _____
 - GAMES _____
- HOBO DAY
 - COORDINATOR _____
 - DECORATIONS _____
 - FOOD _____
 - SERVERS _____
- THANKSGIVING LUNCH
 - COORDINATOR _____
 - DECORATIONS _____
 - FOOD _____
 - SERVERS _____
- SCIENCE FAIR
 - JUDGE _____
- CHRISTMAS PROGRAM -
 - COORDINATOR NANCY BYRD
 - PROPS _____
 - FOOD _____
- EASTER FAMILY PICNIC
 - COORDINATOR _____
- GOODIE BAGS _____
 - GAMES _____
- NATIONAL PRAYER DAY
 - COORDINATOR DONNA LONG, BEV. TAPP, NANCY BYRD
 - HELPERS _____
- OUTDOOR SCHOOL
 - COORDINATOR DONNA LONG
 - IDEA’S &/OR ORGANIZATION _____
 - FOOD COORDINATOR _____
 - HELPERS: COOKS _____
 - PREPARATION _____
 - SERVING _____
 - SNACKS _____
 - SHOPPING _____
 - CAMP SET UP/CLEAN UP _____
 - HELPERS -WED.PM _____ FRI.PM _____
 - CHAPERONES _____
 - GROUP LEADERS _____
 - THURS. _____
 - FRIDAY _____
 - TRANSPORTATION _____

- CHILDREN _____
- SUPPLIES _____
- GRADUATION
- DECORATIONS _____
- REFRESHMENTS _____
- SPELLING BEE _____
- JUDGE _____

FUND-RAISING

- SCRIP - COORDINATOR GLORIA LAWSON
- SELL ONE DAY PER WEEK _____
- BOOK FAIR - COORDINATOR GLORIA LAWSON
- WORK FAIR ONE DAY _____
- JOG-A-THON
- COORDINATOR DONNA LONG/GLORIA LAWSON
- PRIZE COLLECTORS/SOLICITORS _____
- TREAT BAKERS _____
- TREAT DISPERSES _____
- LAP COUNTERS _____
- PARTY HELP _____
- SNACK WAGON - COORDINATOR _____
- WORK ONE DAY PER WEEK _____

OUTREACH MINISTRIES

- COORDINATOR DONNA LONG
- ASSISTANT _____
- IDEAS _____
- ORGANIZATIONS _____

GROUPS KEEPING

- MAINTAINING FLOWER BED - DARIAN O’BRIEN

- PIZZA DAY - MARIA DAVID

OFFICE

- SUBSTITUTE SECRETARY _____
- ANSWER PHONES _____
- FILING _____

MAINTENANCE AS NEEDED

SUBSTITUTE YARD DUTY

PHYSICAL EDUCATION

- COORDINATOR TEACHER
- HELPER - GRADE _____ NAME _____

YEARBOOK

- COORDINATOR KEITH JOHNSTON
- PHOTOGRAPHER _____
- ORGANIZER _____

MISC. - ON CALL
