

Metrolina Christian Academy

Volunteer Opportunities

“Great Ways to Serve MCA”

Campus wide fundraisers and special events at Metrolina Christian Academy provide wonderful opportunities to serve and be used where you are needed most (Matthew 25:40). Get to know parents & students and sharpen your organizational skills while volunteering.

To get connected, contact Dana Bostic, Director of Development, at 704-882-3375, ext. 103 or dana.bostic@fbcit.org or complete form on back page and return to the Lower or Upper School Offices or your child’s classroom.

Cornerstone Fund Kick-Off 2007

(September 24 – October 19)

The Cornerstone Fund Kick-Off is MCA’s only campus wide fundraiser and serves as the major fundraiser for the school year.

Volunteers are needed in the following areas:

- **Accounting** – work in this area is completed each morning, calculating total donations, pledges and matching gifts and tracking individual and classroom totals. Requires 2-3 hours in the morning, usually 8:30am –11:30am.
- **Data Entry** – keying in daily collection totals for individuals and classrooms and printing tracking reports. Knowledge of Excel is helpful. Requires 2-3 hours a day. Time of day flexible.
- **T-Shirt Distribution** – use tracking reports to determine which students reached goal to receive t-shirt; distribute t-shirts to classroom/homeroom; track daily t-shirt totals. Requires 1-2 hours a day. Time of day flexible.
- **Communications/Mailings** – assist in labeling, collating, and stuffing Kick-Off materials in envelopes to be sent home with each student. Requires 2-3 hours. Time of day flexible.

Cornerstone Dinner (October 18, 2007)

The Cornerstone Dinner is held each year and provides MCA families and the local community a special evening to celebrate Christian education. The night consists of good food and fellowship, special entertainment and a great message. This event serves as the school's largest fundraiser and is held in conjunction with the Cornerstone Fund Kick-Off.

Volunteers are needed in the following areas:

- **Communications/Mailings** - assist in labeling and stuffing envelopes to be mailed to each MCA family. Offers an excellent opportunity for parent conversation. 2-3 hours needed. Time of day flexible.
 - **Set-Up and Decoration** – help with arranging, decorating, and preparing the area for the event. Usually day of event for 2-4 hours.
 - **Clean Up** - help is always needed after the event for about 1 hour to prepare area for the next school day. Help is also needed the following day to continue with clean up.
 - **Event Helpers** - assist day of event where needed most before, during and after event. Includes helping with students participating in event (serve dinner, supervise); serve as greeters; help caterer if needed; pick-up pledge envelopes after event; etc.
 - **Table Sponsors** – serve as a table sponsor (which means you are responsible for inviting guests to sit at your table and making sure they attend).
- OR** You can assist with securing MCA families and members of the local community to serve as table sponsors.

Golfers' Challenge (April 25, 2008)

This annual spring golf tournament provides a great outlet for fellowship and serves as an excellent fundraiser for the school.

Volunteers are needed in the following areas:

- **Corporate Sponsors** – assist in contacting and securing businesses to serve as sponsors for the tournament. Time - flexible; begin 8-10 weeks prior to event. Must be comfortable asking for donations in person or on the telephone. *There is a great need for volunteers in this area.*
- **Communications/Mailings** - assist in labeling, collating, and stuffing envelopes to be mailed to each MCA family and members of the local community. 1-2 hours; time of day flexible.

- **Hospitality** – assist in coordinating meals at course; helping serve guests. Day of event; 1-2 hours needed.
- **Tournament Committee** – help coordinate all activities during day of tournament. Includes set-up and clean up; registration; help with contests on course; keep beverage and snack stations stocked on course; after tournament drawings. Time needed—2 hour shifts. *There is a great need for volunteers throughout the day of the event.*
- **Gifts and Awards** – assist in securing donation of all gifts & prizes for the tournament. Includes items for golfer gift bags, prizes for tournament winners and contest winners & after tournament drawing. Start approximately 8-10 weeks before event; time of day flexible. Must be comfortable asking for donations in person or on the telephone. *There is a great need for volunteers in this area.*

Springapalooza (May 15, 2008)

MCA's annual spring festival & silent auction is a fun filled family event.

Volunteers are needed in the following areas:

- **Donations for Silent Auction** – assist in contacting and securing items from area businesses as well as picking up donated items. Approximate start date—January 2008; time of day flexible. Must be comfortable asking for donations in person or on the telephone. *There is a great need for volunteers in this area.*
- **Assemble Baskets** - organize and itemize donations into baskets for silent auction; assemble and decorate baskets. During school day approximately one week prior to event; 2 hour shifts helpful.
- **Ticket Booth** - collect and sell tickets the day of the event. 2 hour shift.
- **Merchandise Booth** – sell MCA apparel and other festival type items the day of the event. 2 hour shift.
- **Concessions Booths** – serve sodas, food and snacks; collect money the day of the event. 2 hour shift.
- **Dunking Booth** – collect money day of the event. 2 hour shift.
- **Set-up** - help with decorating & preparing area for event. Day of event, 2-4 hours.
- **Clean-up** – help is always needed after the event for about 1 hour to prepare area for the next school day. Help is also needed the following day to continue with clean-up.
- **Promotion** – assist in preparing information packets for MCA families; time of day flexible.

Make the Difference - Volunteer!

If you are interested in volunteering, please complete the form below and return to the Development Office, Lower or Upper School Offices or your child's classroom.

For more information, contact Dana Bostic, Director of Development, at 704-882-3375, ext. 103.

Volunteer Form Fundraisers & Special Events

Name _____

Address _____

Contact # (most accessible) _____

EVENT	AREA OF INTEREST

Please return to Dana Bostic in the Development Office.