



Mothers Club Handbook  
Central Valley  
Christian School  
2020-2021

## **Executive Board 2020-2021**

President- Phoebe Burton

Vice President- Amy Kaminski

Treasurer- Kristy Reed

Secretary- Heidi Wilson

Vice All- Jill Romine

Publicity- Marie Sumwalt

Hospitality- Leslie Neese

Hospitality- Alisha LeFaive

# Mothers Club Welcomes You to Central Valley Christian School!

Our school theme this year is

## Living God's Story

Now the one who has fashioned us for this very purpose is God, who has given us the Spirit as a deposit, guaranteeing what is to come. 2 Corinthians 5:5

### Mothers Club Mission Statement

Our mission is to provide support to the staff and students at CVC. As an auxiliary club of CVC, our purpose is to prayerfully aim for a closer relationship between home and school.

Financially, we raise funds to enhance our classroom and provide the educational needs for the students. We also provide support by offering volunteer services for school project and social events. If you are a parent or guardian of a child attending CVC than you are already a member of Mothers Club.

Mothers Club meetings are held monthly during the school year. These meetings offer Christian fellowship and provide information about current events and needs at CVC.

The Executive Board, which meets monthly, receives and reviews request from teachers and administrators. Any request over \$1000.00 is forwarded to the entire group of Mothers Club membership for approval.

Please be involved with your child(ren) at school by volunteering for one or more of our many programs such as room helper, hot lunch, recess volunteer, or Moms in Prayer.

We actively pursue four main fundraisers throughout the year to raise money: Fall Festival, The World Ag Expo Ice Cream Booths, Box Top for Education and CVC Merchandise.

### **CVC Mothers Club Meetings 2020-2021 School Year** Meetings start at 8:15 location TBA

February 8

March 8

April 12

May 10

## **Social Media**

Find CVC Mothers Club on  
FACEBOOK

<http://www.facebook.com/groups/cvcmothersclub>

AND

INSTAGRAM

@cvcmothersclub

**Sign Up for meeting reminders at CavComm**

**Mothers Club Fundraisers & Volunteer Opportunities**

## **Fall Festival**

Chairpersons:

Ashley Greiner 559-280-5130

Kristen Stockton 559-799-0123

Every year we host the Fall Festival on Grandparent's Day. We offer carnival type games for children of all ages. We have many fun activities at our festival. We also offer tasty food and our vendor row is a great place to shop. Please remember to sign up with your child's room mom to volunteer.

- Big Bounce House
- Dutch Goodie Booth
- Class Booths
- Prizes
- Food and Refreshments
- Train Rides
- Paint Ball
- And much more...

**Ice Cream Booth**  
**at World AG Expo**

Chairperson:  
Jaelene Vanderham 786-7046

At the World Ag Expo, CVC has four Ice Cream Booths. The ice cream bars are sold to attendees and pre-sell tickets are sold to local businesses who would like to treat their customers.

Selling Ice Cream bars is so fun and a huge social event. We need a lot of enthusiastic volunteers like YOU to help sell. This is one of the easiest, and most fun places to volunteer for CVC and it's only for a few hours!

**Box Tops for Education**

Chairpersons:  
Alison Pitman 559-799-0548

A big thank you to all those who collected Box Tops last year, we made \$1,500 for Mothers Club! Start saving now, it's super easy and the value adds up quickly when we all get involved. With each collection there is a classroom competition for the most box tops turned in. The class with the most box tops wins a popcorn or ice cream party. Let's get the kids involved and start cutting box tops and see how much we can earn this year!

## **Scrip**

Scrip Director:  
Kristy Reed 559-280-8773

Scrip is one of CVC's biggest and easiest fundraisers. Last year Scrip sold over 3 million dollars in Scrip, and gave over \$65,000 back to the school and over \$43,000 in tuition rebates.

Scrip is a cost-free way to donate to CVC when shopping and/or dining out instead of paying cash. Scrip is "substitution" money in the form of gift certificate/card. A 1-3% tuition rebate is offered to the family that purchases Scrip. The remaining 1-10% of the purchase is contributed to CVC.

Using Scrip qualifies you to receive a rebate on your tuition. The following are some options for you to consider.

- You may apply any earned rebates towards your child's tuition.
- You may have your tuition rebate go to another student, such as a grandchild, friend, etc.
- You may have your tuition rebate go towards future tuition, if you plan to enroll a child in CVC.
- You may forward your rebate to an anonymous family in need.
- You may donate your rebate back to CVC.

### **Scrip Hours**

Scrip is sold in the CVC Elementary School Office during the following hours:

#### **Monday:**

**7:45 am - 10:00 am**

**1:15 pm - 3:15 pm**

#### **Wednesday:**

**10:00 am - 12:00 pm**

#### **Thursday:**

**1:15 pm – 3:15 pm**

Place your Scrip order by phone, email or fax and pick it up the following day during the Elementary School office hours. Orders will not be filled on Fridays. You are also welcome to email your scrip order:

Scrip phone number: 734-2684 Ex. 102

Scrip fax number: 734-2051

Scrip Email: [Scrip@cvc.org](mailto:Scrip@cvc.org)

We would love to help you get started!

### **Recess Volunteer**

We are always looking for volunteers for elementary school recess duty. You can help keep our kids safe from 11:45-12:45. Sign up at

<http://signup.com/go/ZChKRDL>

### **Room Mom or Dad (K-6)** **House Helpers (Middle School)**

Chairperson:

Jill Romine 559-270-2105

If you are interested in being a room mom for your child's teacher, you can sign up on the first day of school at the Mothers Club meeting. If there are more than two moms signed up for their child's class, the name of the head room mom will be randomly selected. The room moms will be given the names of the other moms who are interested in helping, and may be contacted to help the room moms.

Each classroom (K-6) needs:

2 head room Moms.

Room Moms will be responsible

for 3 things.

- Introduce themselves to the teacher.
- Schedule shifts, set-up and clean-up for their Fall Festival Booth.
- Organize and attend 4 parties per year.

### **Parties**

The parties (K-6) are as follows, Teacher's Birthday, Christmas, Valentine's Day, and End of the Year party. End of the year party locations may vary, it is left to the discretion of teacher/room-mom. Each of these parties should be held during the last 45 minutes of the school day or as the teacher requests.

Room moms may ask for \$10.00 per student per year, but not more. This money can be used for the class gift (Teachers Birthday or Christmas) or for party supplies. If all money goes towards a gift, you will want to get the party supplies donated by parents or provide them yourselves.

Middle School House Helpers will coordinate and help with parties agreed upon with House Leaders. The teachers really appreciate the helping hands they receive from all parents.

### **Hot Lunch**

Brenda Byrd from Joy Catering provides hot, homemade lunches for all three CVC campuses.

Ordering and payment can be made online at: [Joycatering.hotlunch.com](http://Joycatering.hotlunch.com)

\*Late orders will be charged a \$2.00 late fee per student.

\*Emergency lunches will be \$6 (\$5 if paid within 24 hours). An email will also be sent home if not paid within 24 hours notifying you of the emergency lunch charge.

Payment options:

1. Check or cash; payable to Brenda Byrd; return check fee \$40
2. Online – no fee payment using the Venmo or Square Cash App.



3. Online - credit card payment there will be a 3.25% convenience fee added to the bill.

- Prices:

K-2<sup>nd</sup> grade \$3.87

3<sup>rd</sup>-4<sup>th</sup> grade \$4.12

5<sup>th</sup>-8<sup>th</sup> grade \$4.37

High School: Breakfast and lunch can be purchased on a daily basis.  
Prices will vary daily.

- For all grade levels, snacks can be purchased after school in the gym kitchen for non-bus students needing to stay after school.

- Joy Catering needs volunteers everyday:

Elementary 11:15am - 12:30pm

Volunteers Sign up at:

<http://signup.com/go/FSrkwk>

Middle School 11:15 - 11:45 am Volunteers Sign up at:

<http://signup.com/go/36JSaK>

High School

- Breakfast 9:45 AM – 9:55 AM
- Lunch 11:15 AM – 11:45 AM

Volunteers Sign up at: <http://signup.com/go/kmoBKz>

Questions can be directed to

**Brenda Byrd**

[brenda.joycatering@gmail.com](mailto:brenda.joycatering@gmail.com)

## **CVC Merchandise**

Chairpersons:

Jillian Boss 559-623-2195

Emma Van Beek 559-991-6770

Wear the latest CVC Merchandise to games and all over town. Shirts, sweatshirts, hats, jewelry and more are available for purchase to show your school spirit! P.E. clothes are also available. We have a lot of new merchandise available this year, so don't miss out!

## **Moms In Prayer**

Coordinator:

Ana Arroyo 559-974-2787

**We will pray every Wednesday 8:15-9:15 in the South Gym located on the High School Campus**

If school is in session, Moms In Prayer will meet, if the kids are on break, so are we.

Questions or prayer requests:

[momsinprayer@cvc.org](mailto:momsinprayer@cvc.org)

If you would like to sign up to receive our weekly prayer lists please email us.

- We practice confidentiality
- You are welcome to come and observe
- Every week we cover CVC staff, students, and families with the Word of God
- Praying out loud is not required

## **Teachers/Staff Appreciation Luncheon**

We host a luncheon for our staff at CVC to show our appreciation for their commitment to our children. Volunteers are needed to cover for teachers and office staff so they can enjoy a lunch served by the Executive Committee.

## **Used Treasures**

### **"A Quality Thrift Store"**

Used Treasures is a registered 501-3C nonprofit organization. All donations are tax-deductible!

100% of our proceeds go to - a Christian retirement community dedicated to providing a superior level of care and environment at Sierra Village and Christ-centered education for students in pre-K through 12th grade at CVC.

#### Store Hours:

Monday - Friday

9:30am - 4:30pm

Saturday

9:30am - 3pm

Sunday

Closed

#### Donation Locations:

CVC

Middle School Campus

5600 W Tulare Avenue

Visalia, CA 93277

During school hours

Summer hours - 9:00 - 12:00

and

232 South "K" Street

Tulare, CA

at the back entrance in the alley.

Monday - Friday 9:00 - 4:30

Saturday - 9:00 - 12:00

## **CVC MOTHERS CLUB CONSTITUTION**

### **ARTICLE 1. Name**

The name of the organization shall be Central Valley Christian Mothers Club.

### **ARTICLE 2. Purpose**

The organization's aim shall be for closer cooperation between the home and school by:

- a. Becoming more informed of the educational issues pertaining to our school.
- b. Giving financial aid to our school.
- c. Offering services for selected school activities.

### **ARTICLE 3. Membership**

All mothers who have children attending Central Valley Christian School are automatically members of the organization. They are encouraged to attend meetings and expected to participate in the projects. Any other Christian women who are interested in supporting the cause of Christian education are welcome to become members.

### **ARTICLE 4. Meetings**

The chapter shall meet at least once a month during the school year, unless otherwise announced by the President. The dates and times are to be set by the executive committee. Each meeting shall be opened with devotions and prayer.

### **ARTICLE 5. Officers**

At the last meeting of the fiscal year (running July to June), the organization shall choose from its active membership a President, Vice President, Secretary, Treasurer, Vice-All and (2) Members At Large. Election of officers chosen must be Mothers of children attending the school and willing to serve a minimum of 2 years.

President; She shall preside at the meetings. She may also call meetings when necessary.

Vice Pres: She shall take the place of the President in her absence & intends to become the President the following year.

Secretary: She shall keep careful record of the proceedings of each meeting and shall take care of all correspondence necessitated by the activities of the organization.

Treasurer: She shall keep careful record of all monies collected and disbursed. She shall pay all bills authorized by the organization and present a complete report at annual meetings. She shall submit the books for audit at the end of the school year.

Vice-All: She shall perform the duties of the Secretary or the Treasurer in their absence.

(2) Members At Large: Job descriptions to be determined by the President.

#### **ARTICLE 6. Executive Committee**

The Executive Committee shall consist of the officers of the organization. The President shall serve as chairman of the committee. The Executive Committee shall meet at least 4 times a year, or as often as deemed by the President. The Executive Committee shall:

- a. Be responsible for the appointment of committee members and designation of all committee chairmen.
- b. Solicit ideas from membership and school administration concerning school needs and present these needs to the organization for approval.
- c. Activities and services offered through Mothers Club may include the following:
  1. Room Moms
  2. Fall Festival
  3. World Ag Expo Ice Cream Booths

#### **ARTICLE 7. Fundraising and Spending**

The organization shall raise money and the membership may devise ways to carry this out, with approval by the Superintendent and/or School Board. The first priority of monies raised shall be to provide for the educational needs of the students of Central Valley Christian School, but not limited to these only. School administrators and staff may make requests for the use of money. The Executive Committee discusses and votes on requests totaling less than \$1,000 with approval carried by 2/3 majority vote. Any requests totaling more than \$1,000 must be presented at a full Mothers Club meeting and voted on by the parents there.

## **ARTICLE 8. Revision of Constitution**

The Executive Committee shall formulate and present necessary revisions to the constitution as needed. The organization can at any time mandate the Executive Committee to formulate and present constitutional revisions. Also, the Executive Committee can do this on its own initiative. An amendment must be presented to members of the organization at least two weeks in advance of when the revision will be voted upon. Any revisions must first be submitted for approval to the School Board and must be approved by 2/3 of the members present when voted on by the members of the organization.

## **ARTICLE 9. General Cash Handling Procedures**

1. Anytime cash changes hands it must be counted and initialed by both parties
2. Cash is always collected and/or distributed during events by the treasurer. If she is not able to do it, another designated Mothers Club executive must take her place.
3. Whenever possible there should be only one cashier in sales situations.
4. Once money has been counted and initialed it should be placed in a safe until it can be delivered to the bank.

### Fall Festival

1. Different Color wristbands and tickets must be used each year.
2. Inventory of Wristbands and tickets must be taken before any sales have been made
3. Inventory of wristbands and tickets must be taken again after each day of sales and compared to the money taken in.
4. Order forms from presales must be turned in to the treasurer after each day of sales.
5. These calculations will be performed by the treasurer or other Mothers Club executive after each day of sales.

Original # of wristbands - # of wristbands remaining = # of wristbands sold (must match order forms)

# of wristbands sold (derived from the equation above) x value they were sold for = total \$ taken in

6. Inventory should be taken at the concession stand before and after the event and compared to \$ taken in.
7. A new cash till will be brought in half way through the event for both the concession stand and ticket sales. The treasurer and another MC volunteer will each count it, initial it and bring it to the safe. The treasurer will count and initial the second round after the event has concluded as well.

## Farm Show

1. One farm show committee member will be a manager of each booth
2. Inventory of how many ice cream bars were brought will be kept in each booth
3. Inventory of how many ice cream bars were taken and where they were brought will be kept at the truck
4. At the end of each day each booth's revenue + presale coupons should be equal to the # of ice-cream bars brought into that booth x the value they were sold for. This will be confirmed by the treasurer and other mother's club executives.
5. Mothers club treasurer or other designated Mothers club executives will be in charge of distributing and picking up \$.
6. A two part receipt must be used each time change is brought in or money is picked up, one part is left in the till and the treasurer keeps the other part.
7. A new till will be brought at each shift change. The outgoing volunteers must count and initial their till before giving it to the treasurer and leaving.

## Merchandise

Will be discussed by the merchandise team after the prior year sales have been concluded.

**Thanks to everyone who supports  
Central Valley Christian School!**

