



homeschool iowa

NETWORK OF IOWA CHRISTIAN HOME EDUCATORS

HOMESCHOOL IOWA ANNUAL CONFERENCE

**CHILDREN'S PROGRAM
VOLUNTEER HANDBOOK**

MAY 31–JUNE 2, 2018
CORALVILLE, IOWA



GENERAL INFORMATION

The Homeschool Iowa Conference would simply not be possible without our tremendous volunteers. If you have two willing hands and a servant's heart, we want you to join our team!

Interested in volunteering with the Homeschool Iowa Conference throughout the year?

We have various tasks that need to be completed prior to the Homeschool Iowa Conference.

Are you good with computers, proficient in editing, skilled in hospitality, or just have a few hours to spare? We would love to hear from you!

Please contact us at conference@homeschooliowa.org.



CHILDREN'S PROGRAM VOLUNTEER COORDINATORS

Children's Program Volunteer Coordinators: Scott and Hannah Kratzer

Email: childrensprogram@homeschooliowa.org



CHILDREN'S PROGRAM VOLUNTEERS



BENEFITS

In gratitude for service to homeschool families of Iowa,

our Children's Program Volunteers receive the following for their assistance during the conference:

- Lunches provided for setup and training on May 31
- Lunches provided during the program on June 1-2
- Annual conference t-shirt
- Experience being part of an amazing team of volunteers
- A fun-packed weekend opportunity to serve



REQUIREMENTS

- Be 18 or older and either a current NICHE member, a homeschool graduate, or an adult who has demonstrated a compassion or dedication toward homeschooling
- OR
- Be at least 14 years old by June 1, 2018, with at least one parent who is a current NICHE member and will be attending the 2018 Homeschool Iowa Conference
- Be able to attend the setup & training sessions on THURSDAY, May 31, from 9:30am-4:30pm
- Be able to work ALL day, BOTH days, FRIDAY & SATURDAY, June 1-2
- Be able to stay for at least 1/2 hour past the end of the last session on Saturday for tear-down
- Complete his/her volunteer application and background check application on or before May 13



DRESS CODE & PROTOCOL

- One must be neatly groomed in body and clothing. No gaudy or outlandish hairstyles or jewelry. (This goes for Thursday set-up hours as well.)
- Conference t-shirts are to be worn throughout conference.
- No embellishments or modifications are allowed (i.e. rolled sleeves, pins, etc.).
- The facility is sometimes chilly, so plan accordingly. Sweatshirts and jackets will not be allowed over the conference t-shirts – although you may wear a long-sleeved shirt under your t-shirt, if needed.
- Name tags are to remain visible around the neck at all times.
- Name tags are not to be traded.
- Volunteers may wear nice denim jeans (no holes), solid-color dress pants, or khaki pants that are not tight-fitting. Girls who do not want to wear jeans, capris or pants may wear denim, dark solid-color, or khaki skirts (below the knee & without revealing slits) that are not tight-fitting.
- Volunteers are expected to keep busy and help out in other areas as needed. If a volunteer does not comply with this protocol, he/she will be asked to leave the conference.
- Children's Program volunteers have specialized hours, including the Thursday before the conference.
- Volunteers are expected to stay at least 1 hour after the end of the last session on Saturday to assist with tear-down.
- The dress code for Thursday Set-Up is more relaxed. Set-Up volunteers should wear comfortable and modest clothing like jeans, capris or Bermuda shorts and loose-fitting shirts.
- Some returning volunteers wear the previous year's t-shirt.
- Comfortable shoes are a MUST. You will be on your feet ALL DAY.
- Be prepared for a long afternoon of fast-paced, intense work!

Complete & submit your Children's Program Application and Background Check Application on or before May 3.

If you have questions, you may email: childrensprogram@homeschooliowa.org



BACKGROUND CHECKS

For the safety and security of all Homeschool Iowa attendees and their children, Homeschool Iowa Conference and Children's Program volunteers 16 years of age and older will be required to comply with a third party background check. Due to the nature of the world we live in, those who refuse to comply will not be allowed to participate as volunteers. Homeschool Iowa utilizes a secure Christian organization to perform these background checks.

Visit <https://www.ministryopportunities.org/Application.aspx?oid=30015> to fill out your background check application by your respective volunteer-type deadline.



SECURITY INFORMATION

To ensure the safety of the children attending Homeschool Iowa Children's Program, the location of the Homeschool Iowa Children's Program is only to be released to Homeschool Iowa Conference Staff Members and Homeschool Iowa Conference Children's Program Attendee Parents/Legal Guardians. All Homeschool Iowa Conference Children's Program Staff Members are expected to maintain this information in highest confidence.



TEAM ROLES

Team members are expected to fulfill multiple roles. Every member of the team works together as one unit, with all contributing in all needed tasks. However, one person can coordinate room decorations, one person can take the lead in memory verse recitation in the classroom, and another member can be responsible for organizing any craft and object lesson materials used. Each team will have at least one designated leader who will help keep everything running smoothly and guide the classroom time.

The primary role on every team is teaching lessons. There are 8 separate lessons to teach during the conference, and all volunteers will be expected to teach at least one lesson. (At least one lesson each year is specifically designed for new teachers; it is simpler to teach, very straightforward, and usually slightly shorter than other lessons.) The average time taken to teach a lesson is 15 minutes. The curriculum is provided ahead of time in a PDF document via email.



CLASSROOMS

During each day we will rotate between large group and classroom time. Large group is when all teams come together for corporate songs, memory verses, and sequenced drama scenes. All teams remain the same throughout the conference. During classroom time the individual lessons are taught, the memory verses are reviewed, games are played, and crafts are completed. Classrooms are decorated to reflect the theme of the conference. This year's theme is The Great Adventure.



DRAMA TEAM

Every year we incorporate the highlight of each year's program: an 8-part drama. The storyline of the drama directly connects with the lessons being taught, so that both the Gospel as well as Christian character lessons are taught throughout the duration of the conference. Team members are welcome to be on both a team as well as in the drama. However, if you wish to have a larger drama role we encourage you to focus solely on the drama team.



ADVANCE TRAINING

Our training sessions will be held on Thursday, May 31, 2018 at the conference children's program site. The training sessions will include instruction on how to teach a lesson, a building tour and orientation, team building exercises, and time to practice the songs and memory verses used during the children's program. We will have separate breakout sessions for team leaders and new assistants. Our goal is to equip every volunteer so that they feel prepared to teach! This day is an excellent opportunity to get to know your and to plan how your team will work together during the conference. (Parents are welcome to stay and observe; this can provide the opportunity to feel both more comfortable with what your teen will be doing as well as more equipped to help them prepare for the children's program.)

We will provide lunch on the training day, which begin at 9:30 a.m. and wrap up by 4:30 p.m.



THURSDAY CONFERENCE SETUP

Thursday, May 31, 2018 is also our setup day for the children's program. This is when we do our building set up, decorate and stage classrooms, and drama team has final rehearsals. We will also take time to set your team up with provided materials for your classrooms, do a final run-through of the curriculum, and walk through final conference details.

This is a required work day for all Children's Program volunteers.