



**homeschool iowa**

NETWORK OF IOWA CHRISTIAN HOME EDUCATORS

# **2019 Children's Program Volunteer Handbook**

**Homeschool Iowa Conference  
Thursday - Saturday  
June 6-8, 2019**

**Children's Program Coordinators: Scott & Hannah Kratzer**  
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# BENEFITS & REQUIREMENTS



The Homeschool Iowa Conference would not be possible without our tremendous volunteers – especially our *amazing* Children’s Program volunteers!

If you have two willing hands and a servant’s heart, we want you to join our team!

Our Children’s Program theme this year is Shalom: Jehovah Reigns!

**This year’s program will present our awesome JEHOVAH GOD to participating children:**

**JEHOVAH**  
*I Am Who I Am*

**JEHOVAH Roi**  
*The God Who Sees Me*

**JEHOVAH Tsidkenu**  
*God our Righteousness*

**JEHOVAH Rapha**  
*God Our Healer*

**JEHOVAH Shalom**  
*God Our Peace*

**JEHOVAH Immecha**  
*God Is With Me*

**JEHOVAH Hamelech**  
*God Is King Forever*

**JEHOVAH Eli**  
*The Lord Is My God*

Join the Children’s Program Team to be a part of this effort!

## VOLUNTEER REQUIREMENTS

- Be 18 or older and either a current NICHE member, a homeschool graduate, or an adult who has demonstrated dedication toward homeschooling

OR

- Be at least 14 years old by June 1, 2019, with at least one parent who is a current NICHE member and will attend the 2019 Homeschool Iowa Conference
- Attend training on SATURDAY, April 20, 10:00am-2:00pm and setup on THURSDAY, June 6, from 9:00am-4:00pm.
- Serve at the Children’s Program ALL day, BOTH days, FRIDAY & SATURDAY, June 7-8.
- Be able to stay for at least ½ hour past the end of the last session on Saturday for tear-down and clean up
- Complete the volunteer application and background check application on or before May 25

## VOLUNTEER BENEFITS

In gratitude for service to homeschool families of Iowa, our Children’s Program Volunteers receive the following :

- Lunches provided for setup and training on June 6
- Lunches provided during the program on June 7-8
- Conference volunteer t-shirt
- Experience being part of an amazing team of volunteers
- A fun-packed weekend opportunity to serve



# DATES | TIMES | LOCATIONS

<b>Conference Dates</b>	Thursday, June 6 (set-up, training, rehearsal) Friday, June 7 - Saturday, June 8 (program)
<b>Conference Site</b>	Valley Church & Community Center 4343 Fuller Road, West Des Moines, IA 50265
<b>Children's Program Site</b>	To ensure the safety of the children attending the Homeschool Iowa Children's Program, the program location is only released to conference staff, approved program volunteers, and parents of program children. <b><i>All Children's Program volunteers are expected to maintain this information in highest confidence.</i></b>
<b>Approximate Times</b>	Thursday: 9:00am - 4:00pm (Stay for pizza & games on Thursday after 4:00pm, if you can) Friday & Saturday: 8:00am - 5:00pm

## ADVANCE TRAINING & THURSDAY SETUP

The training session on April 20 will include a facility tour, guidance on small group instruction, team building exercises, and time to practice the program songs and memory verses.

Thursday, June 6, is setup and facility decoration day for the children's program.

The drama team will have a final dress rehearsal.

Small group teams will receive final training and do a final run-through of the curriculum.

Parents of volunteers are welcome to stay and observe the training sessions and setup.

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

## VOLUNTEER 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 the **May 25 deadline**.



# TEAMS & PROTOCOLS

## TEAM ROLES

Due to the setup of our facility this year, we are adjusting our program format to large group lesson presentations and small group reinforcement activities.

On Thursday, all volunteers will help decorate the large group area and then make basic preparations in their small group areas. Any needed specific details regarding this will be sent out prior to the conference.

This is subject to adjustments and changes as we continue to plan our new format.

## SMALL GROUP TEAMS

Instead of dividing the children into large classrooms, we will have smaller groups, much like VBS teams, with about 8-10 children guided by 2 volunteers.

Lessons will be taught in a large group, so small group guides are responsible for lesson review, memory verse review, and crafts. All team supplies and teaching supplements will be provided.

## DRAMA TEAM

Every year we produce 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 *and* Christian character lessons are taught throughout the program

Roles for extras may be available; information about this will be sent to volunteers in the weeks leading up to the conference.

## Dress Code & Conduct

- **Be neatly groomed in body and clothing.**  
**No gaudy or outlandish hairstyles or jewelry.**  
(This applies to Thursday set-up hours as well.)
- **Wear 2019 conference t-shirts on Friday and Saturday.**  
**Refrain from making embellishments or modifications (i.e. rolled sleeves, pins, etc.).**
- **Plan ahead in case the facility is chilly.**  
**Sweatshirts and jackets are not allowed over the conference t-shirts.**  
**You may wear a long-sleeved shirt under your conference t-shirt, if needed.**
- **Keep name tags visible around the neck at all times.**  
**Do not trade name tags with others.**
- **Wear modest denim jeans (no holes) or solid-color pants.**  
**Girls may wear denim or solid-color skirts that are below the knee, without revealing slits, and are not tight-fitting.**
- **Consider comfortable shoes a MUST.**
- **Adjust to a more relaxed dress code for Thursday: modest jeans, capris, or Bermuda shorts and loose-fitting shirts. Some returning volunteers wear a previous year's conference t-shirt.**
- **Expect to keep busy and help as needed.**  
**If a volunteer does not comply with this protocol, he/she will be asked to leave the conference.**
- **Plan to stay at least 1/2 hour after the end of the last Saturday session to assist with tear-down.**
- **Be prepared for a three long days of fast-paced, intensive work – and lots of fun!**