

NORTH AMERICAN DIVISION  
OF SEVENTH-DAY ADVENTISTS  
OFFICE OF EDUCATION

# HOME AND SCHOOL MANUAL



**ADVENTIST EDUCATION**  
Journey to Excellence 2.0



# HOME **AND** SCHOOL **MANUAL**

# 2026

North American Division of Seventh-Day Adventists  
Office of Education  
North American Division Office of Education  
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*A church with a school shall establish a Home and School Association, the purpose of which is to provide parent education and unite the home, the school, and the church in endeavors to provide Christian education for the children. Parents of students, school patrons, and church members should be encouraged to be active members of the association.*

—*Seventh-day Adventist Church Manual* (2022), p. 96

# PURPOSE AND OBJECTIVES

## PURPOSE

The purpose of the Home and School Association is to equip and support parents in their vital role as partners in the Seventh-day Adventist educational journey—uniting the home, school, and church in a shared commitment to nurturing children in a Christ-centered environment.

## OBJECTIVES

- ☐ **Foster a Sense of Community**  
Connect families, educators, and the church to build a strong sense of community rooted in shared values and open communication. This encourages parent involvement, strengthens relationships, and promotes a Christ-centered environment.
- ☐ **Equip Parents for Whole-Child Development**  
Partner with families, schools, and the church to support the growth of the whole child, reflecting the ideal of “the harmonious development of the physical, the mental, and the spiritual powers.” (*Education*, p. 13)
- ☐ **Strengthen Parent-Teacher Collaboration**  
Develop strong, cooperative relationships between parents and teachers to enhance the educational experience and reinforce shared values and goals.
- ☐ **Encourage Christ-Centered Home Environments**  
Provide guidance to help families create homes rooted in love, structure, and spiritual growth—where Bible study, prayer, worship, and parental example model Seventh-day Adventist Christian values.
- ☐ **Cultivate Meaningful School-Home Relationships**  
Create intentional opportunities for parents and teachers to build mutual respect, trust, and understanding in their shared mission of educating and nurturing children.
- ☐ **Support the Mission of Adventist Education**  
Partner with the school to align educational philosophy, content, and methods with the principles of Adventist education.

## PURPOSE AND OBJECTIVES

☐ **Promote Home-School Partnership Activities**

Enhance the school community through parent engagement initiatives, including:

- Encouraging open, consistent communication between school and home
- Organizing volunteer support and enrichment opportunities
- Assisting in acquiring supplementary resources, equipment, or facilities

☐ **Champion Access to Adventist Education for All Children**

Advocate for every child in the church to be enrolled in a Seventh-day Adventist school.

Proactively seek ways to support families in financial need, ensuring that no child is denied the opportunity for an Adventist education.

☐ **Advance Mission Through Fundraising and Resource Support**

Fundraise to support the school's mission by providing resources beyond the regular budget.

It encourages school spirit, engages families, and strengthens the bond between home, school, and church—uniting the community in support of Adventist education.

# LEADERSHIP AND STRUCTURE

The Home and School Association leadership model can be flexible. While some schools may choose to appoint a designated leader and supporting officers, a collaborative approach is equally effective. What matters most is not titles, but teamwork—individuals coming together with a shared commitment to the mission of Adventist education.

Leadership can be shared and dynamic, with different parents, educators, or church members stepping into leadership roles for specific events, activities, or initiatives. This model allows for a broader range of participation, taps into individual strengths, and keeps the association responsive to the unique needs and opportunities within each school community.

This manual is not meant to be prescriptive or exhaustive. Instead, it is intended as a springboard to inspire creativity, encourage collaboration, and help Home and School Associations remain vibrant, relevant, and mission driven. Each school community is unique, and the Home and School Association should reflect its values, promote family engagement, and strengthen the spiritual and educational experience of its students.

# COMMUNICATION

## COMMUNICATION WITH SCHOOL ADMINISTRATION

Establishing strong lines of communication with school administration is essential to the effectiveness of the Home and School Association. Regular, open dialogue builds understanding, aligns goals, and prevents duplication of effort. It is important to remember that the school administration leads the overall educational program, and the Home and School Association functions in a supportive role. When the association stays informed about the school's vision, priorities, and calendar, it can offer meaningful assistance that complements the administration's leadership. Clear communication builds trust, reinforces appropriate roles, and strengthens the partnership, creating a more unified and effective school community.

## COMMUNICATION WITH THE CHURCH AND SCHOOL COMMUNITY

Clear, consistent communication is essential to the success of the Home and School Association. A key responsibility is to share meaningful information with a variety of audiences—including parents, teachers, school staff, school board members, and church members. Effective communication builds trust, furthers collaboration, and generates support for school initiatives.

A strong partnership with the local church is especially important. Throughout the school year, take the opportunity, either personally or through a representative, to highlight Christian education during church services. Sharing student achievements, school updates, and upcoming events can generate enthusiasm and deepen the congregation's investment in the school's mission.

Even church members without children in the school are often willing to contribute time, resources, and financial support when they feel informed and included. Keep the church community connected through a variety of channels, such as:

- Bulletin announcements
- Newsletters or email updates
- Personal invitations or thank-you notes
- Posters and flyers in the church lobby
- Short presentations during worship services or special programs
- Website or social media updates

By communicating regularly and creatively, the Home and School Association helps bridge the gap between school and church, building a united community in support of Adventist education.

## COMMUNICATION

### GUIDELINES FOR EFFECTIVE COMMUNICATION

To engage the school, church, and wider community, follow these best practices:

- Be consistent and timely in all communication.
- Use multiple platforms to reach different audiences.
- Tell the story in a compelling and personal way.
- Maintain a unified voice consistent with the school's personality.
- Invite involvement from parents, church members, and the community.
- Celebrate and give thanks whenever possible.

By communicating well, the Home and School Association becomes a vibrant part of the church's ministry. When church and school work together, the whole community is strengthened and students witness the power of faith in action.

# SUGGESTED HOME AND SCHOOL ACTIVITIES

The Home and School Association can organize a wide range of activities to engage families and church members, support educators, and strengthen faith-based community connections. The examples below represent ideas that can be adapted to fit the unique needs of each school community. This list is not comprehensive but intended to inspire and guide the development of a meaningful and effective Home and School program.

- ☐ Birthday celebrations
- ☐ Community service
  - Cards or crafts for elderly neighbors, veterans, and hospital or nursing home patients
  - Food, clothing, book, or toy drives
  - Health awareness campaign
  - Neighborhood clean-up
  - Recognition event for community leaders, elected officials, firefighters, or police
- ☐ Fairs
  - Holiday
  - Multicultural
  - Robotics
  - STEM
- ☐ Field days
  - Picnics
  - Relay races
  - Sports

## SUGGESTED HOME AND SCHOOL ACTIVITIES

☐ Fundraising (see Fundraising section for more information and ideas)

- Auction
- Bake sale
- Bike-a-thon, walk-a-thon, or fun run
- Book fair
- Community breakfast or supper
- Car wash
- Concert
- Craft fair or market
- Movie night
- Organizational fundraisers and sales
- School supply shower
- School store with branded merchandise
- Talent show

☐ Hot lunch program

☐ Monthly or quarterly newsletters

- Parenting articles
- Schedule of events
- Volunteer opportunities

☐ Open house

- Event planning and coordination support
- Childcare or children's activity coordination
- Distribution of school promotional materials
- Parent panel or testimony program
- Church and community promotion efforts
- Hospitality and refreshments
- Guest welcome and greeting team

☐ Parent education

- Guest speaker events on various topics
- Lending library
- Virtual seminars

## SUGGESTED HOME AND SCHOOL ACTIVITIES

- ☐ Promoting Adventist education
  - Baby dedication gifts
  - Education Sabbath
  - School event promotion
  - Church-based recruiting initiatives
  - Social media advertising
- ☐ New family welcome
  - Family mentor
  - Gift baskets
  - Prayer or chapel service
  - Welcome cards
- ☐ Work bees
  - Bulletin boards and décor
  - General maintenance
  - Landscaping and grounds
  - Painting
  - Repairs

# YEARLY OUTLINE

Many Home and School Associations find it beneficial to develop a yearly calendar of events to support effective planning, coordination, and communication. An annual outline provides structure, helps distribute responsibilities throughout the year, and ensures a well-rounded mix of activities. In addition to the ideas mentioned above, the following seasonal events can be incorporated to enrich the school community and enhance engagement.

## FALL

- ☐ New family welcome and orientation
- ☐ Grandparents' day event
- ☐ Welcome back to school
  - Corn or potato roast
  - Teacher dedication meal
- ☐ Fall festival
  - Crafts
  - Food
  - Games
- ☐ Red Ribbon Week
- ☐ Thanksgiving celebrations
  - Dinner
  - Pie social
- ☐ Giving Tuesday

## WINTER

- ☐ Christmas celebrations
  - Bake sale or refreshments at Christmas programs
  - Christmas shop
  - Dinner or party
- ☐ National School Choice Week
- ☐ Skating or sledding party

## YEARLY OUTLINE

### SPRING

- ☐ Closing program or graduation
- ☐ Father's and Mother's Day events
- ☐ Teacher appreciation events
  - Appreciation notes and cards
  - Banner
  - Breakfast or luncheon
  - Daily treats (books, candy, flowers, plants, small gifts, etc.)
  - Program honoring teachers
- ☐ Year-end celebrations
  - Assist with closing school and graduation programs
  - Picnic
  - Summer gift baskets for families

### SUMMER

- ☐ Outing or picnic
- ☐ Story hour or craft time

# FUNDRAISING

## PURPOSE AND GUIDING PRINCIPLES

While fundraising is not the primary role of the Home and School Association, it can play a key role in supporting programs and initiatives that benefit students, teachers, and the school community. Collaboration with the principal, teachers, and school board is essential to identify current needs and ensure fundraising efforts are purposeful and aligned with school priorities.

The Home and School Association's fundraising efforts should always reflect Biblical values—honesty, stewardship, and generosity. As 2 Corinthians 9:7 counsels, *“Each one must give as he has decided in his heart, not reluctantly or under compulsion, for God loves a cheerful giver.”* The goal is to foster a spirit of cheerful giving, motivated by mission and grounded in purpose.

## COLLABORATION WITH SCHOOL LEADERSHIP

All fundraising activities should be planned in close coordination with school administration. This ensures alignment with the school's priorities and calendar, prevents overlap with other campaigns, and maintains a healthy balance between community events and fundraising. School leadership may request revisions to ensure that fundraisers align with school goals and biblical values.

## BIBLICAL FOUNDATION FOR FUNDRAISING

In all fundraising efforts, the Home and School Association should:

- ☐ Prioritize community and relationship over profit. (Galatians 6:2)
- ☐ Avoid pressure or guilt-based tactics. (2 Corinthians 9:7)
- ☐ Ensure transparency. (Proverbs 11:1)
- ☐ Celebrate and recognize all contributions. (Mark 12:43–44)

Fundraising should reflect ethical responsibility and spiritual integrity, seeking to be a blessing to those who give and to those who receive.

# FUNDRAISING

## BEST PRACTICES

To support effective and sustainable fundraising:

- ☐ Plan early and communicate often with all stakeholders.
- ☐ Avoid over-soliciting or creating donor fatigue.
- ☐ Respect the time and efforts of volunteers to avoid burnout.
- ☐ Keep fundraising costs low and choose products and events with strong value.
- ☐ Partner with the school treasurer to meet all legal and tax requirements and maintain accurate records of funds raised and spent.
- ☐ Thank donors and volunteers in meaningful, personal, and timely ways.

## EXAMPLES OF FUNDRAISERS

The following is not an exhaustive list but are examples to consider. These can be adapted based on the school community's preferences and availability of volunteers and resources:

- ☐ **Community-Based Events**
  - Fall festival or spring fling
  - Family movie night (with concessions)
  - Family talent show
  - Food cook-off (chili, taco, veggie burger)
  - Trivia night
- ☐ **Sales and Drives**
  - No-fuss direct donation campaign
  - Fresh produce delivery (partner with local farms)
  - Garage sales
  - Spirit wear sales
  - Used book sale

## FUNDRAISING

### ☐ **Experiential Fundraisers**

- Color run or jog-a-thon
- Date night out (through restaurant or event partnerships)
- Gala or dinner auction night
- DIY night (painting, etc.)
- Parents' night out (childcare and optional dinner out)

### ☐ **Ongoing and Easy Participation**

- Corporate matching gifts
- Online auctions
- Organizational fundraisers or sales
- Restaurant dine-out nights

All events should aim to balance fundraising with community-building. Use the 3-to-1 rule—for every fundraiser, there should be three non-fundraising activities (i.e., service projects, learning events, family nights) to grow mission-driven community engagement.

# HOME AND SCHOOL ASSOCIATION VOLUNTEERS AND ROOM PARENTS

## INTRODUCTION

Volunteers and parents play a vital role in the mission of Adventist education. In partnership with school administration, teachers, and staff, they can serve with confidence to build a safe, supportive, welcoming, and Christ-centered school community.

As an essential link between the school and families, they can help reinforce a school's welcoming atmosphere, build trust, and strengthen the school's community. Support may be short term for an event or a season, or may grow into a yearlong—or longer—partnership. Their time and care can make a difference.

These guidelines may prove helpful in supporting volunteers and room parents within the Home and School Association. May these tools empower them to serve with courage and compassion, shaping a school community rooted in safety, support, and Christ's love.

## RECRUITING VOLUNTEERS

Effective volunteer recruitment combines practical planning with a mission-driven approach that reflects the values of Adventist education. The goal is to create meaningful opportunities for parents, church members, and friends to serve joyfully and with purpose.

## KEY PRINCIPLES FOR VOLUNTEER ENGAGEMENT

### ☐ **Align with the Mission**

Connect volunteer opportunities to the school's spiritual and educational mission to give meaning and purpose to each role.

## HOME AND SCHOOL ASSOCIATION VOLUNTEERS AND ROOM PARENTS

- ☐ **Be Clear and Specific**  
Clearly outline the roles, expectations, and time commitments so potential volunteers know exactly how they can contribute.
- ☐ **Start with a Personal Ask**  
Direct, personal invitations are often the most effective way to engage new volunteers and help them feel seen and valued.
- ☐ **Promote Through Multiple Channels**  
Share opportunities through newsletters, announcements, social media, and word of mouth to reach a broader audience.
- ☐ **Make It Easy to Say Yes**  
Offer flexible opportunities, simplify sign-ups, and reduce barriers to involvement so more people can participate.
- ☐ **Provide Orientation and Support**  
Equip volunteers with the tools and information they need to succeed, and check in regularly to offer encouragement and help.
- ☐ **Show Appreciation**  
Express gratitude in personal and meaningful ways, like through thank-you notes, recognition, and small acts of kindness.
- ☐ **Build a Positive Culture**  
Create an atmosphere of warmth, teamwork, and spiritual purpose that makes volunteering a joyful and rewarding experience.

By keeping the mission at the center, communicating clearly, and offering simple ways to get involved, Home and School can build a strong, supportive volunteer culture that blesses the entire school community.

## RISK MANAGEMENT AND SAFETY

The local conference's policies and procedures for screening volunteers must be followed.

A culture of safety needs to be consistent, transparent, and aligned with the school's policies and mission. Partnering with the school's administration will ensure that volunteers are building trust and strengthening the school's ministry.

# HOME AND SCHOOL ASSOCIATION VOLUNTEERS AND ROOM PARENTS

## VOLUNTEER APPRECIATION

Always recognize and thank volunteers. Regular, heartfelt appreciation keeps people motivated and affirms their value, strengthens their sense of purpose, and establishes a culture of gratitude that builds a stronger, more connected school community.

A Volunteer Appreciation Day is a good way to recognize and express appreciation for all volunteers.

## ROOM PARENT GUIDELINES

Room parents are valued partners in building a supportive, Christ-centered school community. Appointed by the Home and School Association in collaboration with school administration and teachers, room parents may serve for a month, quarter, semester, or the full school year, depending on classroom needs.

These volunteers assist with a variety of tasks, such as preparing bulletin boards, coordinating field trips, organizing classroom celebrations, duplicating materials, and offering general support to teachers. A well-structured parent program enhances the connection between home, school, and church, creating a nurturing environment where students can thrive.

## GUIDELINES FOR EFFECTIVE AND RESPONSIBLE SERVICE

### ☐ **Serve Under the Teacher's Direction**

- The teacher is the classroom leader; volunteers follow their guidance and never override teacher decisions.
- Volunteers should maintain a regular schedule so teachers can plan accordingly.

### ☐ **Prioritize Safety and Professional Conduct**

- Volunteers must never be alone with children; two adults should always be present.
- Volunteers should never intervene in student conflicts or speak privately with students or parents about disciplinary matters.
- Give equal care and attention to all students—avoid favoritism, including toward one's own child.
- Safety must always come first; never ask children to do anything unsafe or unsupervised.

### □ Model Positivity, Discretion, and Respect

- A positive, respectful attitude is essential. Volunteers who negatively impact the classroom environment should be asked to step aside.
- Volunteers should seek clarification or support when unsure about how to complete a task or assist a student.
- Confidentiality is critical. Classroom matters, especially those involving students or families, must be kept private.

While there are important legal and safety considerations, a well-organized parent program brings tremendous value to the school. When guided by mutual respect, clear expectations, and a shared commitment to Adventist education, room parents help strengthen the partnership between home, school, and church, supporting every student's journey to grow and thrive.

*“All who engage in ministry are God’s helping hand. They are co-workers with the angels... Angels speak through their voices, and work by their hands.”*

—Ellen G. White, *True Education*, p. 169

## MONITORING SUCCESS AND SETTING DIRECTION

Ongoing reflection is essential to the growth and effectiveness of the Home and School Association. Periodically assess whether the association is meeting its goals and serving the school community well. Seek input from parents, teachers, and church members to identify strengths, address challenges, and uncover new opportunities. While refining the ministry plan, remember that effective planning, clear communication, and thoughtful leadership are key to ensuring that the Home and School Association becomes a powerful force in supporting the school and advancing its God-given mission.

*“In the home and in the school the foundation should be laid for a life of service. The home and the school should cooperate, each working in harmony with the other. Parents and teachers need to come into closer relationship, working in unity for the upbuilding of character in the child.”*

—Ellen G. White, *Education*, p. 285



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