

**PLEASE NOTE: Completion of this form is required as part of the registration process at BCS.**

As a non-profit organization, BCS needs volunteers ... and we really need your help! Please indicate one or more volunteer opportunities that align with your gifts and/or interests you. Carefully evaluate all the opportunities on the following pages before making your selection. If more than one family member is able to volunteer, please complete a form for each person. If you have any questions regarding this form or volunteer opportunities, please contact Stacey Kelly, Coordinator of Volunteer Services, at [skelly@bears pawschool.com](mailto:skelly@bears pawschool.com).

## FAMILY COMMITMENT

**2009/2010**

I \_\_\_\_\_ commit that I will volunteer at BCS. \_\_\_\_\_  
 Name of Volunteer – Please Print Clearly Signature

I \_\_\_\_\_ am not able to commit any volunteer hours to BCS at this time. We would like to understand your situation so please let us know why you are unable to volunteer \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Please make your choices by checking the box next to the area you wish to volunteer:**

### FUNDRAISER(S)

<input type="checkbox"/>	<b>COORDINATOR</b> — responsible for planning meetings, oversee volunteers, marketing event, etc.
<input type="checkbox"/>	<b>ASSISTANT</b> — work closely with coordinator, organize volunteers, etc.
<input type="checkbox"/>	<b>HELPER</b> —could include ticket sales, planning, advertising, decorating, host, set-up or clean-up, etc

### ANNUAL GOLF TOURNAMENT

<input type="checkbox"/>	<b>COORDINATOR/ADMINISTRATOR</b> — responsible for planning and attending meetings both at the school and away from the school
<input type="checkbox"/>	<b>COMMITTEE MEMBER</b> — must be available to attend evening meetings, responsible for obtaining corporate sponsors, prizes and players.
<input type="checkbox"/>	<b>HELPER</b> — assisting the day of the event at registration table, at a golf hole, etc.

### FUN LUNCH PROGRAM

<input type="checkbox"/>	<b>COORDINATOR</b> — works with fun lunch provider, plan lunches, oversees a group of volunteers, sort forms etc.
<input type="checkbox"/>	<b>ASSISTANT</b> — may include supervising volunteers and organizing duties, help with forms
<input type="checkbox"/>	<b>HELPER</b> — delivering fun lunches to classroom, helping hand out lunches if required, help with forms

### ENTERTAINMENT/SUTP BOOKS

<input type="checkbox"/>	<b>COORDINATOR</b> — must be available for planning meeting w/ENT and SUTP in May, set dates, organize volunteers, etc.
<input type="checkbox"/>	<b>HELPER</b> — helping deliver books to classrooms, taking orders before and after school, paperwork

<b>SCRIP</b>	
	<b>COORDINATOR</b> — organize paperwork etc., work with SCRIP retailers, etc.
	<b>HELPER</b> — help with paperwork, pick up certificates, etc.

<b>RESOURCE POOL</b>	
An in-school team that does photocopying, booklet making, overheads and other prep work for the teachers and staff. Manages the Parent Board as well.	
	<b>COORDINATOR</b> — oversees the team, trains and schedules volunteers on an ongoing basis. Keeps in touch with the Administration staff to best meet the needs of the school. Chooses a volunteer to manage the Parent Board and keep it up to date.
	<b>HELPER</b> — comes into the school when scheduled; duties as noted above

<b>OPEN HOUSE(S)</b>	
	<b>ASSISTANT</b> — help organize, help supervise volunteers, etc.
	<b>HELPER</b> — greeters, help at bouncy tents, popcorn machines, etc.

<b>LIBRARY</b>	
	<b>BOOK FAIR HELPER</b>
	<b>LIBRARY HELPER</b> — sorting books, etc. and <b>year end</b> clean-up (i.e. re-shelving books, inventory, washing book bags.)

<b>HOUSEKEEPING</b>	
Includes helping with cleaning out, sorting and displaying items from the 'lost & found' bin; cleaning of the staff room and appliances. This work is done on a rotational basis and does require that you are able to come into the school during the day.	
	<b>COORDINATOR</b> — organizes and schedules volunteers for 'lost & found', cleaning staff room appliances, etc.
	<b>ASSISTANT</b> — will help coordinator with the organizing and distributing of work loads as required
	<b>HELPER</b> — duties as outlined above

<b>FOOD</b>	
	<b>COORDINATOR</b> — organize parent teacher interview suppers, staff appreciation lunches, work day lunches, oversee helpers, etc.
	<b>HELPER</b> — if baking or cooking is your passion this may be for you, use your talents to help prepare dishes for staff appreciation lunches, parent teacher interview suppers, maintenance work day lunches, crisis/community care for families, special events, etc.
	<b>STAFF SNACK HELPER</b> — Principal requires a helper to suggest snacks and purchase (will be reimbursed) or prepare them for monthly staff meetings

<b>MAINTENANCE – INSIDE AND OUT</b>	
	<b>COORDINATOR</b> — work closely with Daren Crawford to determine needs, organize and schedule volunteers for work days, organize food for volunteers with Food Coordinator
	<b>HELPER</b> — cleaning, fixing, building, etc. Usually twice per year. Your Junior and Senior High students can earn credit for their "Service Hours" by participating in these clean-ups
	<b>CLASSROOM SETUP/CLEANUP</b> — move and replace items in classrooms to accommodate 'renters' (i.e. dance class)
<b>***</b>	<b>Please list your trade or special interest(s) here</b> _____

<b>ATHLETICS</b>	
	<b>COACH</b> — Please specify sport(s) of interest _____, <b>Junior or Senior High, Boys or Girls (please circle)</b>
	<b>ASSISTANT COACH</b> — Please specify sport(s) of interest _____, <b>Junior or Senior High, Boys or Girls (please circle)</b>

## OUTREACH/MISSIONS PROGRAM - TRANSFORMATIONS

	<b>COORDINATOR</b> — work closely with Darryn Werth, plan meetings with coordinators of mission events (i.e. Samaritan's Purse Shoebox campaign), oversee coordinators of mission events, work with teachers for classroom missions K-12, special attention to Grade 11 as they are going on the mission trip.
	<b>ASSISTANT</b> — help oversee and organize parent volunteers, help work with teachers in classroom missions, etc.
	<b>TERRY FOX RUN</b> — work with staff member to help organize this event
	<b>SAMARITAN'S PURSE SHOEBOX CAMPAIGN</b> — duties include in-school (i.e.: chapels) and classroom promotion of campaign, collecting and counting boxes, setting a start date, organizing a pick up date with Samaritan's Purse and getting promotional pamphlets, videos, boxes etc from Samaritan's Purse
<b>GRADE 11 MISSION TRIP TO GUATEMALA</b> <b>*GRADE 11 PARENTS PLEASE VOLUNTEER FOR ONE OF THE FOLLOWING AREAS AS THEY DIRECTLY IMPACT YOUR CHILDS MISSION TO GUATEMALA EXPERIENCE**</b>	
	<b>GRADE 11 FUNDRAISING COORDINATOR(S)</b> — organizes Grade 11 parents to assist with fundraising for the Spring Mission Trip, work closely with the Missions/Services Coordinator
	<b>TAK TIC TUCK SHOP</b> — duties include organizing the concession (type of snacks etc.), supervising other parent volunteers
	<b>HELPER - TAK TIC TUCK SHOP</b> — popcorn making, sitting at concession, picking up items for concession, etc.
	<b>POINSETTIA SALES COORDINATOR</b> — track orders and arrange delivery of poinsettias
	<b>BOTTLE RECYCLING</b> — collect bottles from school yard and take to depot on a regular basis
	<b>BOTTLE DRIVE COORDINATOR</b> — duties include choosing area of bottle drive, securing a suitable bottle depot, making maps and organizing volunteers.
	<b>HELPER – BOTTLE DRIVE</b> — driving to collect bottles in chosen area, taking bottles to depot, helping to sort bottles at depot
	<b>QSP MAGAZINE COORDINATOR</b> — collect magazine orders and submit to QSP

## CLASSROOM/STUDENT SUPPORT

	<b>ROOM MOM COORDINATOR</b> — oversees and provides support and assistance to all Room Moms in Grades K-12.
	<b>ROOM MOM</b> — includes helping on 1 <sup>st</sup> day of school, working with the classroom teacher in organizing jobs, organizing classroom helpers, distribute monthly volunteer calendars and class lists, keep lists up to date, fan outs when needed. Please indicate which grade(s) you prefer. _____.
	<b>CLASSROOM HELPER</b> — includes working in the classroom as required by the teacher, prep work, field trips, etc. Your Room Mom will contact each family in September regarding your availability and preferences.
	<b>FALL BALL COMMITTEE</b> — Assist the Student Leadership Team in planning and working on this special evening for the Senior High School (Oct. or Nov.), assist with planning, prep work, decorating, set-up, clean-up, etc.
	<b>SPRING FORMAL/JUNIOR HIGH GRAD COMMITTEE</b> — assisting with the planning and work for this special evening for the Junior High School (May). Work closely with the teacher coordinating the event.
	<b>GRADE 12 GRAD COMMITTEE</b> — assist with the planning and work for this special evening for the Grade 12's (May). Work closely with the teacher coordinating the event.

## MISCELLANEOUS

	<b>FAMILY FUN NIGHT COORDINATOR</b> — Organizes and supervises monthly Friday night activities at the school.
	<b>CARPPOOL COORDINATOR</b> — Assists families in finding potential carpooling in their area.
	<b>YEARBOOK COORDINATOR</b> — work closely with staff member to create yearbook and oversee volunteers.
	<b>PICTURE DAY HELPERS</b> — help direct students to photo area etc.
	<b>PRAYER TEAM COORDINATOR</b> —coordinate meeting times and place, keep in touch with team members and put announcements in Wednesday Memo, oversee crisis care
	<b>CHAPEL SPEAKERS</b>
	<b>OCCASIONALLY WE REQUIRE VOLUNTEERS ON SHORT NOTICE—IF YOU ARE AVAILABLE FOR OCCASIONS SUCH AS THIS PLEASE CHECK HERE.</b>
	<b>OTHER AREAS OF GIFTING/INTEREST</b> _____ _____