



## Volunteer Recognition Program

In accordance with the School's charter, parents with children enrolled in Bear Creek Community Charter School are required to volunteer two hours per month. Research supports that family involvement in a child's education is an extremely important factor in raising student self-esteem and academic achievement. School wide family volunteer input dramatically increases the effectiveness of the overall quality of the School's educational programs. Because of the voluntary nature of the program, School administrators and the Board of Trustees want to reward active volunteer participation in various ways.

All parents who achieve at least 18 hours of volunteer service (2 hours per month X 9 months) will receive a certificate of recognition, a volunteer prize, and an invitation to a volunteer recognition event. The volunteer with the most recorded hours will also receive a gift certificate to the Bear Creek Inn. The next three top finishers will receive a gift certificate to the Bear Creek Café, and the next five top finishers will receive a gas card.

Parent volunteers must complete the Volunteer Hours Record slips located in the Main Office and available at PTO and Volunteer Advisory Committee (VAC) meetings. The following procedures should be followed:

1. When coming into the School to volunteer, be sure that you obtain a slip from the Main Office. Fill out the slip completely and legibly ensuring that the number of hours, what duties were performed, and an authorized signature are obtained. All school personnel, PTO leadership, and VAC members are authorized to sign the slip as long as they are aware of the duties that were performed and how long they took, this includes the office staff;
2. Place the white (top) copy in the Volunteer Box located in the office or give it to one of the authorized recipients (the Assistant Principal or the Main Office staff) and maintain the yellow copy for your records. Volunteer Advisory Committee personnel will collect the slips and ensure they are recorded on a spreadsheet;
3. If volunteer hours are performed on other than School grounds, complete the slip in the same fashion ensuring that the School personnel, PTO leader, or VAC member who is familiar with the services you have performed signs as the authorized signature;
4. If another method of recording hours is desired, approval must be obtained in advance from the Assistant Principal;
5. Hours will be reconciled monthly, so all hours earned for the previous month must be turned in no later than the 10<sup>th</sup> of the following month.

For More Information Contact:

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