



www.bearcreekschool.com

September 9, 2010

Dear Parents:

Bear Creek Community Charter School offers many different opportunities for parents and families to volunteer. 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 school's overall quality of educational, academic, and social programs. To identify the volunteer interests of our parents, the Volunteer Advisory Committee has revised our annual Volunteer Survey. Please review the following list of volunteer opportunities and select those opportunities you are most interested in. ***Kindly return the completed survey as soon as possible.*** Surveys can be sent into school with your child, dropped off in the Main Office, or mailed to Bear Creek Community Charter School, 2000 Bear Creek Boulevard, Bear Creek Township, PA 18702.

Thank you for your participation in this survey and your involvement in ensuring our School's success!

- General Clerical Opportunities** - This would typically include copying, computer work (creating documents), filing, make name tags for trips, phone calls, kindergarten registration guide (serving as guide for building tours), compiling class list information, material distribution, etc.
- Project Related Opportunities** - This would typically include managing classroom projects, collecting materials for projects, preparing materials for projects, assisting with writing projects, assisting with special projects, making posters, judging contests, preparing bulletin boards, etc.
- School Maintenance or Cleanup Related Opportunities** - This would typically include setup, maintain or take down classroom, end of day cleanup, grounds maintenance, painting, plumbing, office arrangement (moving furniture), putting away donated materials
- Event Related Opportunities** - This would typically include decorating for projects or events, providing treats/refreshments for parties/events, organizing parties, promoting events (publicity), etc.
- Student Related Opportunities** - This would typically include acclimating new students, supervising computer use, chaperoning field trips, working with groups or individuals, working with students with special needs, special presentations, reading/listening to a student read, organizing and maintaining reading books, tutoring students, organizing guest speakers, sharing talents or hobbies, etc.
- Environmental Related Opportunities** - This would typically include assisting with recycling efforts, maintaining the Children's Garden, participating in community events, etc.
- Duty Related Opportunities** - This would typically include serving as a babysitter for parents on parent/teacher conference days, lunch duty, recess duty, etc.

- Work From Home Opportunities** - This would typically include audio taping trade books and for students to listen to, taping specials from home, provide treats as a special student reward, making posters, tracing/cutting out project items, preparing bulletin board materials, etc.
- Other Opportunities** - This would typically include sharing fundraising experiences, soliciting donations, researching materials at the library, Art volunteer, Music volunteer, donating books, materials, games, etc.

The Bear Creek Community Charter School PTO also provides a variety of meaningful ways for parents to volunteer in support of the School through various PTO Committees. Please mark all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Assemblies | <input type="checkbox"/> Book Fair |
| <input type="checkbox"/> Box Tops for Education | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Dr. Seuss Day | <input type="checkbox"/> Flag Day |
| <input type="checkbox"/> Gertrude Hawk Fundraising | <input type="checkbox"/> Halloween Activities |
| <input type="checkbox"/> Krispy Kreme Fundraising | <input type="checkbox"/> Nominating Committee |
| <input type="checkbox"/> Probability Carnival | <input type="checkbox"/> Santa Workshop/Holiday Bazaar |
| <input type="checkbox"/> Santa/Winter Photos | <input type="checkbox"/> School Apparel |
| <input type="checkbox"/> School Calendar | <input type="checkbox"/> School Directory |
| <input type="checkbox"/> School Spirit Activities | <input type="checkbox"/> Spring Festival |
| <input type="checkbox"/> Student Photos | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Volunteer Advisory Committee | <input type="checkbox"/> Yearbook |

Procedures for Documenting Volunteer Hours

The charter for Bear Creek Community Charter School requires parents to volunteer two hours per month during the school year. With approximately nine full months for the school year, parents should strive to volunteer a total 18 hours anytime throughout the school year to meet the minimum requirements. Parent volunteers who meet this minimum requirement will be recognized at a volunteer recognition event each year. Additionally, the volunteers who have completed the most hours will receive prizes in recognition of their service.

Volunteer hours must be recorded on Volunteer Hours Record slips located in the School’s Main Office, at PTO meetings, or from the Assistant Principal at any time. Slips should be completed in their entirety and signed by an authorized representative (School office personnel, teachers, administrators, PTO leaders, PTO committee chairs, Volunteer Advisory Committee members). Volunteer hours must be placed in the Volunteer Record Hour Slip box located near the copier outside the Nurse’s Office on a **monthly basis**. Slips should be turned in no later than the tenth (10th) of the month for the previous month for them to count toward the volunteer recognition event. A member of the Volunteer Advisory Committee will update a master spreadsheet of volunteer hours on a monthly basis.

Name: _____ Telephone Number: _____

Parent E-mail: _____

Student Name(s): _____

How would you prefer to be contacted? Telephone - or - Email