



VOLUNTEER HANDBOOK 2009-2010

*Your Guide to Bonny Slope Programs,
Events & Volunteer Opportunities*

You Can Make a Difference!

Visit **your** PTO website at: www.bonnyslopebsco.org

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Volunteers Making a Difference!

The volunteers at Bonny Slope who contribute their time and talent make a significant difference to our school. When you volunteer at Bonny Slope you become part of the community. No amount of time is ever too small; we need you!



This handbook is your guide to the programs and events that enrich your child's educational experience at Bonny Slope. We invite you to read it with an eye to how you might be able to participate. We hope to have many grandparents and neighbors also volunteer.

Keep this guide handy this year as a quick reference to school programs, and who to call with questions. We hope you can find a way to volunteer a bit of yourself: you *can* make a difference.

How To Get Involved

Volunteer sign-ups are now online. If you are already in the BSE volunteer database, just go to helpcounter.net/volunteer. Here you can choose how you would like to contribute to your child's education. You can work in his/her classroom, plan a class party, join a committee, lend a hand at a family event or help with an after-school program. There are many programs and events that could use your help. Some opportunities are once a week, some once a month or some are just a one time deal. You choose what works best for your schedule and your interests.

Once you have updated your profile, you will receive a follow-up phone call or email from one of the following people: A team leader will call you if you've selected a program or event, a class coordinator will call you if you're interested in classroom or party help, or a volunteer coordinator will call to discuss your availability and get you started.

If you want to learn more about a particular volunteer area, please call or email any volunteer committee team leader. We'll be happy to help you sort through the options.

Questions? Here's who to call...

We are always happy to talk to you about any aspect of volunteering at Bonny Slope. Please contact:



Co-directors of Volunteer Support

Gloria Zabel	503-547-5886	bslopevolunteer@gmail.com
Madi Molitor	503-730-9260	gregmadi1@comcast.net

Your Bonny Slope Volunteer Leadership Team

Bonny Slope Community Organization (BSCO)

The BSCO is the parent-teacher organization at Bonny Slope. **Every parent or guardian of a child at Bonny Slope is automatically a member of the BSCO.** The BSCO coordinates volunteer efforts, community events, educational enhancement and fundraising.



The BSCO was founded by parents as a non-profit organization when Bonny Slope Elementary opened in 2008. The BSCO has raised funds to support many of the extras that enhance our school. These include supplies, grant money teachers use for enrichment programs, Art Literacy, and artists in residence, literacy programs, Passport Club, student directories, and much more.

The BSCO funds, staffs, and organizes many of the community events at Bonny Slope, such as the science fair, staff appreciation, field day, carnival and family movie night.

Please join us for the monthly meetings held on the third Tuesday of each month in the BSE library. These meetings are a wonderful way to participate in making decisions about programs and finances. The BSE principal also attends these meetings to update the community with pertinent information regarding the school and school district.

Your BSCO Leadership Team 2009-2010

President	Kara Anderson	503.291.7970	kara.marie@comcast.net
Vice President	Jill Bukres	503.574.2120	jillbukres@yahoo.com
Director of Committees	Tanya Stump		tanya@t-leedesign.com
Director of Volunteer Support	Gloria Zabel	503.547.5886	gmzabel@gmail.com
Co-Director of Volunteer Support	Madi Molitor	503.730.9260	gregmadi1@comcast.net
Treasurer	Scott Whipple	503.222.6004	swhipple@whippeduyck.net
Co-Treasurer	Lisa Alan	503.645.0127	lisaalan1@msn.com
Co-Secretary	Mary Minor		earharts@verizon.net
Co-Secretary	Sherry Cadsawan	503.490.8851	

Bonny Slope Site Council

The Site Council is made up of our principal, three teachers, one classified staff member, and three parents. The Site Council meets monthly to collaborate on our school's instructional improvement initiatives, including plans for implementing Oregon's 21st Century Legislation. The Site Council also works to plan professional enrichment training for staff development days.

All Site Council meetings are open to the public; meeting minutes are posted on the bulletin board outside the office. You are encouraged to read them or request a copy to learn more about the important work this group does for our school.

Our Bonny Slope Site Council parent members for 2009-2010 are:

- Elaine Underwood
- Sara Deboy

Local School Committee



Each school in the Beaverton School District has a Local School Committee (LSC), a three-member advisory board elected by the registered voters in the attendance area. Bonny Slope Local School Committee acts as a liaison for our school community to the School District. The LSC also coordinates use of the school beyond the regular school day. All meetings are open to the public. Our elected Local School Committee members for 2009-2010 are:

Rocky Scales	503.643.6315	rocky.scales@gmail.com
Bill Hagerup	503.643.4823	bill@hagerupfamily.com
Tracy Wenckus	503.531.0737	twenckus@portlandopera.com



Classroom Support

You can support our teachers and children in the classroom as a Class Coordinator or by volunteering at school or helping with at-home projects.



Classroom Coordinator

Classroom Coordinators are the link between the teacher and parent volunteers in a classroom. There will be a training and information meeting for classroom coordinators in September to give you the support you need to fill this role. The classroom coordinator is responsible for:

- working with the teacher to determine current and future needs
- scheduling classroom volunteers
- recruiting volunteers for occasional special projects or school-wide events (e.g., Carnival, Art Lit, Jog-a-Thon, Field Day, etc.)
- working together with classroom parents to coordinate parties and an optional teacher “thank-you” at the end of the year

Volunteer at School

Assist teachers in the classroom. Teachers may have you read to or tutor an individual student, grade papers, photocopy materials, or work with a group of students. You may offer to help weekly, bi-weekly, monthly, or as fits into your schedule. The classroom coordinator will contact you to arrange a schedule that works for you.

Volunteer at Home

Volunteering during the school day can be challenging for families with younger children and weekday work schedules. There are opportunities available for volunteering from home if this better fits your needs. You might be asked to support projects for a specific classroom or to help with a particular program (e.g., trimming Box Tops, making signs for an event, making phone calls, etc.). Providing childcare for a volunteer working at the school is another great way to contribute.

Your Bonny Slope Volunteer Committee Team Leaders



Interested in helping with a certain committee or event? Need more information? Here are the team leaders. Drop them an email.

2009-2010 BSCO Committee Leads

committee	lead	email
Art Literacy	Gretchen Gallagher	gallagher168@comcast.net
BSMart Art Fair	Pam Winklesky	pamsky65@yahoo.com
Cafeteria Support	Gloria Zabel	gmzabel@gmail.com
Communications	Cynthia Thompson (directory) Melissa Hathaway (website)	bwcathompson@verizon.net bscocontact@gmail.com
Community Outreach	Beth Zappitello + Dawne Eddens	beth.zap@mac.com dme256@comcast.net
Educational Support	Michelle McHugh	duran_michelle@yahoo.com
Earth Sustainability	Julia Fulmer	julia@thefulmers.net
Family Events	Jennifer Raber	raber.jennifer@gmail.com
5th Grade Activities	Carol Loescher	cnl@loeschercentral.com
Fundraising	Jill Bukres	jillbukres@yahoo.com
Library Support	Laurie Bishop	laurie_bishop@beavton.k12.or.us
Passport Club	Deb Williams + Meagan Ghorashian	debnrick@comcast.net meagan27@gmail.com
Production Team	Laura Macey	laura@3dv.com
Science Fair	Carol Loescher + Paul Earhart	cnl@loeschercentral.com paule@easystreet.net
Staff Appreciation	Elaine Underwood + Jane Byrne	laineyunderwood@verizon.net jleglerbyrne@gmail.com

Volunteer Committees

Outside the classroom, there are numerous opportunities to provide support on a school-wide basis for special school events and to help keep the school running safely and smoothly. The events, committees and programs listed below help further enrich the educational experience for our students. Where can you contribute?

Art Literacy

Art Literacy is a highly successful art education program across the Beaverton School District that introduces students to various artists and their work, helping students to develop an understanding of art history and expand their creative abilities through hands-on art projects.

Each classroom has an Art Literacy volunteer who presents a pre-designed educational program to the class. Students learn general biographical information about a featured artist, learn about his or her work, and experience a hands-on art project. You do not need to have any art or art history background to be an Art Lit presenter! At fun, interactive meetings (morning or evening, 5-6 times during the school year, about 1.5 hours in length) you'll receive training so you can present the artist to your students and lead them in hands-on production.

BSMart (Bonny Slope Makes ART) held in January



This family event provides a great time for the school and the community to come together and enjoy, create and appreciate all types of art. Art projects are created in classrooms, brought from home and can also be created at the actual event (one of the many highlights). Volunteers are needed the night of the event to help with stations (no artistic talent required) and for setup and clean-up.

Cafeteria Support

Stop by the cafeteria in the morning to help prep food and set-up the cafeteria before the students arrive. By helping the cafeteria staff, they can help the students move through the line more efficiently. Our PTO (BSCO) receives \$10 for every hour worked. It's an easy way to contribute to the school.



Communications

Some of the publications you receive from Bonny Slope are created through volunteer efforts. These include the Bonny Slope Directory, and much of the work on the Bonny Slope Community Organization website (www.bonnyslopebsco.org). We are also considering how we can better use our school website and email to improve the flow of information to students and families. If you are interested in helping in this area or have specific expertise in copy development, page layout and design, or multi-media publishing, one of these programs may appeal to you.

Bonny Slope Community Organization Website – www.bonnyslopebsco.org



Our PTO website is a great source of information for families of Bonny Slope. Volunteers can help add and manage content, working with the school staff and committee leads.

Student Directory

Each year the BSCO publishes a school-wide directory of students and families for everyone at Bonny Slope. Parents specify the contact information they would like included on the student directory permission form in back-to-school packets. The student directory team leader compiles and enters data, and oversees volunteers who proofread, publish and distribute the directory. The team leader also provides a listing of youngest siblings to help prevent multiple copies of paper communication being sent home. We need a few volunteers early in the school year to proofread for content and typing errors.

Yearbooks

The Bonny Slope Yearbook will be created each year and be available for purchase to all attending students and any family or friends who may be interested. We will need people with design skills to create and use a template of the yearbook to include class pictures, events, awards, etc. We'll need 4-6 interested volunteers with cameras and time to attend and document a few events each year.

Community Outreach

The Bonny Slope Community Outreach committee is designed to excite, encourage and equip our young people to give back to the community – both locally and globally! Volunteer opportunities will range from on-going commitments to hour-long time slots to support a project.

The Clothes Closet

The Clothes Closet serves identified families in need with the opportunity to select free clothing items. Bonny Slope is responsible for providing volunteers to staff the Clothes Closet on Wednesday, September 16. The Clothes Closet is located by the administration offices on Merlo Road. Volunteers either work in the “store” helping clients select clothing or in the workroom sorting and hanging clothing.

Community Outreach continued...

Kids Care Club (after school enrichment class)

The Bonny Slope Kids Care Club offers an after-school class that is free of charge for students as part of the enrichment class offering. Each “class” will focus on a different charitable organization and project. Children will be educated on the charity and empowered to make a difference through hands-on service projects that support the organization. We will need volunteers to “lead” different projects.

Project Warm-Up

Tualatin Hills United Soccer Club and local schools collect gently used clothing and household items for families in need within the Beaverton School District. This charity was started by our very own first grade teacher, Mrs. Acosta, and has served over 2900 people in the last 7 years. We will need assistance collecting and sorting donations at Bonny Slope, as well as, working the event in November.

Sister School

Bonny Slope wants to identify a sister school located in a developing country. Ideally we will partner with the BSE staff to work teachings into the curriculum where appropriate. The purpose of this program will be to increase awareness of global issues and raise funds for development projects overseas – we want to open minds and inspire our youth to find solutions to global challenges.

Earth Sustainability Team

Through classroom projects, community partnerships and national recognitions, our mission is to improve air quality, create a safer environment, and teach a more gentle interaction with the planet and to inspire a greater awareness of the Earth and our human impact for our students as well as their teachers and families.

Our goal is to turn Earth Day into a daily habit. It’s about fun and designing a school as healthy and Earth friendly as we can imagine it to be. Our volunteers have an infectious enthusiasm that invites people to the possibilities of what can happen when we stop dreaming and start believing, stop talking and start doing!



Core teams of 5 to10 volunteers are needed to carry on and design the various environmental programs. Five extra volunteers will be needed for assisting specific events.

International Walk to School Day – October 7

Bonny Slope is going to celebrate International Walk to School Day, and promote safe walking and bicycling throughout the year. Check out www.walktoschool-usa.org.

Earth Week - April 19-23

Earth Week is a special opportunity to celebrate and reeducate the students and staff on the programs already in place at Bonny Slope as well as introduce new environmental goals and activities.

Earth Sustainability Team continued...

No Waste Lunch & Snack Program

If your student packs a lunch or snack, use reusable containers, cloth napkins, utensils and reusable drinking bottle. If your student buys lunch encourage them to eat what they take so they reduce food waste and take a drink in a reusable bottle instead of buying a drink.

Anti-Idling in the Parking Lot Program

Have you ever sat in the Bonny Slope parking lot with your car idling as you wait for your child after school? If so, you're someone who can make a difference in the air quality around the entrance to the school and reduce our national carbon footprint one car at a time. It's no longer true that you save money by keeping your car idling. Our cars are much more efficient with their electronic fuel injectors. If you're going to be stopped for more than 10 seconds, it's best to shut off your engine. Remember this rule and we'll all enjoy the clean air...we're sure our kids, especially those with breathing challenges, will appreciate it!

EcoPhones - Electronic Recycling Program

Bring your old, used electronics into school to be recycled. This includes laptops, cell phones, digital cameras, ink jet printer cartridges and iPods (no desktop or tower computers, monitors or printers please). We're working with a great organization called EcoPhones that will pay Bonny Slope for these recycled items and they will responsibly remove and destroy all hard drives. To learn more, go to www.ecophones.com/

Organic Community Garden

We're excited to get this program off the ground this year! Throughout the year we will also be working alongside the students on an organic garden on the Bonny Slope campus. We're looking forward to digging in and experiencing the many tasty fruits and veggies that grow from our efforts. Help will be needed weekly from the community with people taking turns weeding, planting, etc.

Educational Support

Bonny Slope enjoys an abundance of educational programs made possible through the time and commitment of volunteers. Find one that appeals to you:

Artist-in-Residence

Each year we will select a visual, performing or literary artist to guide students through multiple sessions to produce a unique "work of art." Volunteer responsibilities include researching and scheduling visiting artist and managing community grants. Most work can be done from home in the early and late part of the school year.

Bobcat Trail Club

The Bobcat Trail Club is a running/walking program designed to encourage fitness in a fun way! Kids will run/walk laps on the school track and record laps completed. Rewards will be given after designated milestones are reached. Teachers and family members are welcome and encouraged to run with the kids on weekly check days. Volunteers will be needed during lunch recesses to help kids keep track of completed laps.



Educational Support continued...

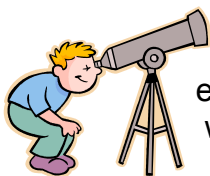
Grants for Teachers

To encourage creative programs for our children, BSCO money is set-aside for classroom teachers and specialists to apply for special projects not provided in the school budget. Applications are reviewed by principal, BSCO Board and one member of this committee. Volunteer may work with a teacher to fulfill request. Work will be performed as needed throughout the year.

Clubs/Enrichment Classes

Bonny Slope will offer a balanced mix of 3rd-party classes and volunteer-facilitated clubs based on community interest. Coordinator responsibilities include researching and scheduling classes and producing a quarterly "mini catalog" to be distributed to families for sign up. Most work can be done from home and will peak 3 times during the school year. Club leader responsibilities include sharing your enthusiasm with small group of kids for an 8-10 week period in areas such as community service, chess, math enrichment, fitness, science, garden or creative problem-solving.

Science Classes



All classrooms will have a guest instructor from organizations like OMSI or Audubon Society. This provides a hands-on opportunity to further the exploration of the science curriculum. Responsibilities include communicating with teachers and suppliers for scheduling. Most work can be done from home in the first month of school.



Family Events



A strong sense of community is a core value of Bonny Slope. Bonny Slope Elementary holds several evening family events throughout the year to support strong ties between our students, parents and staff. These events are a great opportunity for families of Bonny Slope students to meet and socialize with other families, teachers and staff in an informal setting outside of the classroom.

Several family events will be held during the school year. A back to school event will be held in September and an end of the year celebration will be held in late May. At least one additional event will be held during the winter months. Examples of possible family events include a family picnic, Harvest Festival, family movie night and carnival.

Many volunteers are needed to make these events a success. Volunteer commitment can be as minimal as helping the night of the event or can be more extensive to include chairing an event or helping with the planning and preparation stages. This is an excellent opportunity for parents or other family members who want to volunteer at Bonny Slope, but are unable to do so during the school day.

Family Events continued...

Back to School Picnic – September 10

Celebrate the beginning of a new school year! Families bring their own picnic and dine outside by the Bonny Slope playground and amphitheater. Great chances to touch base with old friends, interact with the Bonny Slope teachers and staff and meet some new friends! The BSCO provides ice cream and lemonade. A few volunteers are needed to help setup, oversee the refreshments, and clean up.

Harvest Festival /Halloween Party– October 23

A fun-filled evening to celebrate the fall season! Halloween costumes are welcomed (though leave the gory costumes and weapons at home). Lots of volunteers are needed to help plan and prepare for this event, and to work the evening of the event.

Movie Night – February 12

Free movie at school! Families are invited to come watch an age-appropriate movie in the school gym. Snacks will be available for purchase. An adult must accompany children. The team leader will arrange for the movie and snacks. A few volunteers are needed to help setup and clean up.

Carnival – June 4

Wrap up a great year with our Carnival. Volunteers are needed to plan for this event. We will also need many volunteers the evening of the event to help setup, clean up, supervise the games, etc.

Fifth Grade Activities

Fifth grade, the final year at Bonny Slope, is a special year for our oldest students. Several programs and events are designed to help commemorate and celebrate the achievements of the departing class. The team leader oversees the planning of all activities and works with volunteers, staff, and administration. Volunteers are invited to participate on the planning committee and/or for specific activities as listed below:

Outdoor School

Outdoor School provides each student with hands-on learning experiences which are integrated with school curricula and promotes learning about, and appreciation for, the natural world. Volunteers are needed to work with students in fundraising efforts to reduce the cost of this program for each student.

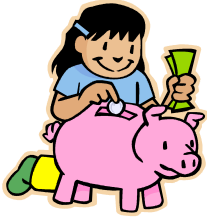
Send-Off Party

This is a fun-filled and special end-of-the-year party for the departing 5th graders. Volunteers are needed for party preparation, food service, activity supervision and clean up.

Gift to Bonny Slope

Help the 5th graders plan and prepare a departing gift to the school so they will be remembered at Bonny Slope in years to come.

Fundraising



The BSCO fundraising committee is responsible for generating funds to support all of the great programs sponsored by the BSCO. The Write-a-Check Campaign will be the primary fundraising program for the 2009-2010 school year, with more than half of our income expected to come from donations to the Write-a-Check Campaign. Additional money will be generated through Scrip, Box Tops, a Jog-a-thon, restaurant nights, and retail incentive programs. During the 2008-09 school year, we will not have a school auction/raffle and we will not conduct any sales fundraisers.

There is a great need for volunteers on the fundraising committee. If we don't raise funds, we cannot pay for all of the great programs. Fundraising requires a dedicated team, but not a huge time commitment from each member of the team. You do not need to have fundraising experience to help; many of the jobs are administrative. Following is a breakdown of the volunteer needs we have identified so far.

Write-a-Check

Tired of selling wrapping paper and cookie dough? We want our 2009-2010 focuses to be on creating community...not selling to the community. We want to build a fund that is able to support all of the wonderful programs we hope to have at Bonny Slope Elementary School. Volunteers are needed to help with administrative and promotion tasks.

Jog A Thon

The Jog-a-Thon will be our primary spring fundraiser. Students solicit pledges from family and friends for the number of laps they can run or walk during a scheduled time. A flat amount may also be pledged. The students enjoy the chance to run or walk their laps and finish up with a snack while knowing that they are supporting their school. We will need lots of volunteers in April/May to assemble pledge packets, count laps at the event, tabulate proceeds, and help with distribution of awards. This is a fun, easy way to help with an important program for our school.

SCRIP Program

Through the Scrip program, BSCO gets a percentage of every dollar you spend at selected retailers. Retailers participating in the Scrip program include Safeway, Fred Meyer, Macy's, GAP, Piccolo Mondo, and many, many more. To participate, you simply purchase gift cards through the BSCO and use them for payment at your favorite merchant. The Scrip program needs volunteers throughout the year to distribute and process Scrip order forms, deliver Scrip cards, perform record-keeping, etc. Scrip volunteers can expect to spend no more than one hour per week helping out – a relatively small time commitment that goes a long way towards helping our school and our children's education.

Box Tops for Education

This program lets you give to Bonny Slope without any additional spending. Families submit box tops to school and the BSCO redeems them for cash for our school. We always need volunteers to help with various aspects of this program throughout the year, such as collecting the box tops from classrooms and helping with trimming and sorting. Many parts of this job can be done at home.

Fundraising continued...

Grocery Store and Banking Partnerships

Bonny Slope Elementary participates in the incentive programs offered by several local retailers to help raise money for our school. Local retailers with incentive programs include Safeway, Albertson's, Fred Meyer and Office Depot. By participating, we can help our children with very little additional effort and no extra spending. To find out more about how to participate in these programs, go to the BSCO website: www.bonnyslopebsco.org. No additional volunteers are needed to support this program at this time.

Restaurant Nights

Many restaurants offer nonprofit groups a popular way to fundraise with "Restaurant Night" fundraisers. Here's how it works: The restaurant will give BSCO a percentage of the sales on a designated night for all the customers that BSCO brings to their business. Restaurant nights will be advertised prior to the event. No additional volunteers are needed to support this program at this time.

Library

If you love being surrounded by books, the Bonny Slope Library may be the place for you. Library/Media Specialist Mrs. Carol Sauer offers flexible opportunities to volunteer. Depending on your area of interest, you could help check out books, re-shelve books, repair books, or assist with clerical tasks or staff the book fair. Contact Carol at carol_sauer@beavton.k12.or.us



Passport Club

Students in grades first through fifth have the opportunity to explore the world through a geography program called The Passport Club. Passport is used in over 140 schools around the world. It is an individualized, sequential geography program designed to help students learn some or all of the world's countries over the course of a school year. Each student receives a passport, chooses an individual level of study and collects postage stamps for learning the world's countries and geographic features. We need volunteers to come to monthly check days to test students on map locations they have learned, tutor students before check day and distribute new maps. We also seek volunteers to help with Passport bulletin boards and cut stamps at home. Check days are scheduled on the last Wednesday of each month.



Production Team

The Production Team works in the volunteer workroom to complete projects for teachers or staff. Projects may include photocopying, die cutting, collating and assembling booklets, and more. Training will be provided. This program results in better use of copy machines, provides a generally available resource to teachers and provides a volunteer opportunity for those who enjoy the camaraderie of being in the workroom with other parent volunteers. Various shifts are available to fit your schedule.

Science Fair – March 5

The Science Fair promotes science at Bonny Slope in a fun, non-competitive atmosphere where every participant is a winner. The team leader oversees the planning of the event and coordinates the many volunteers needed. On the day of the event, volunteers are needed for setup, dinner service, station coverage, reviewing student projects, and clean up. Volunteers are welcome to help on the planning committee or on the day of the event. Shifts will be available so volunteers can spend part of the time helping and part of the time with their families viewing projects, participating in experiments, and experiencing hands-on exhibits.

Staff Appreciation

An important part of friend-raising at Bonny Slope is showing our dedicated staff how much we value the quality education, professionalism, and caring they bring to our children each day of the school year. A Staff Appreciation Week is in May in addition to various activities throughout the year. Ideas include BBQ lunch, latte & smoothie morning, muffin madness, a collection of personal cards & notes from families, and other activities. All activities are gestures designed to show the Bonny Slope team how much students and their families value the gifts they receive all year long.

The team leader for this special week provides overall coordination. We need volunteers to coordinate a day, contribute a dish, setup/clean-up a meal, decorate the staff room or collect cards and notes from families. You can do a little or a lot, and be part of an important program for our school.

General Guidelines for Bonny Slope Volunteers

Wear Identification

All volunteers must wear a school volunteer identification badge at all times when in the building. Adults not wearing proper identification should be directed to the school office. If you need an id badge, please contact Gloria at bslopevolunteer@gmail.com.

Background Checks

The Beaverton School District requires all volunteers to complete a background check prior to being permitted to volunteer. Go to www.beavton.k12.or.us/volunteer to complete the quick, secure form. If you completed a background check in 2008, you do not need to complete one in 2009.

Community Volunteers

We welcome grandparents and other community members to volunteer at Bonny Slope. We love having a “global” volunteer community. Contact Gloria Zabel at bslopevolunteer@gmail.com or Madi Molitor at gregmadi1@comcast.net to get started.

Sign In and Out

- Please remember to sign in to and out of the front office computer when you volunteer.
- The office must know who is in the building at all times for security and emergencies.
- If you sign in, the district’s insurance will cover you while performing volunteer duties.
- You can now log in hours worked from home. Go to www.helpcounter.net/volunteer.
- The district includes the number of volunteer hours contributed to your school in the annual report to the School Board and the State Department of Education, and statistics on volunteer hours may be used in grant applications qualifying under in-kind contributions.
- You are eligible to join the Portland Teacher’s Credit Union after volunteering in the Beaverton School District for 60 hours in one year, then volunteering 120 hours in a second year.
- Many companies make matching funds available for volunteer hours. Please check to see if your company is one of them. If you are an INTEL, NIKE OR MENTOR GRAPHICS EMPLOYEE, the school receives matching funds for your time (but not a spouse’s time). Update your profile at www.helpcounter.net/volunteer and check the box to receive a monthly volunteer summary which you can submit to your employer.

Act Professionally

Although your job is voluntary, your commitment is professional. Please remember to respect school and classroom policies and practices and to be dependable and punctual. Honor your obligations. Please call the front office and leave a message with the appropriate person if you are unable to volunteer when scheduled. Always dress appropriately.

General Guidelines continued...

Respect Confidentiality

During your work, a child might disclose something highly personal or traumatic, or you might hear or witness something that causes you concern. **Volunteers must guard confidentiality at all times** to protect children and families. If you have a concern, please speak directly to Kim Haskins, the Principal, before speaking about the matter with anyone else. She will let you know if you need to share your concern with someone else. Please do not discuss your concern with parents, students, teachers or other staff members.

Adhere to Sight and Sound Rule

When working one-on-one with a child or with a small group of children, volunteers must always be within sight and sound of a staff member.

Protect Against Blood Borne Pathogens

As a volunteer, you must not provide first aid for any student and should not handle any bodily fluid. Report incidents to a staff member and they will take proper care of it for you.

Money Handling

All cash counting should be done by at least two adults. Please be sure to include all receipts and a deposit form and submit to treasurer. All money should be kept in locked cabinet in the office until deposited into the bank by the treasurer.

Solicitation Policy

Published email address from the handbook or school directory should only be used as a means of contact for questions and volunteer opportunities. At no time should they be used to solicit business, chain letter or direct marketing campaigns.

The difference between ordinary and *extraordinary* is that little extra.

Thanks for making BSE an amazing place for our kids!