

BHS VOLUNTEER OPPORTUNITIES

Parents: Return one form per family at Registration or to Main Office. Thanks in advance for your help!

Last Name: _____ First Name: _____

Home Phone: _____ E-mail Address: _____

Student(s) names and grades: _____

Available (Please circle): Anytime Mornings Afternoons Evenings Weekends

A. MISCELLANEOUS JOBS Any Capacity, as need arises Make Telephone Calls

B. HELP TEACHERS AND STAFF

1) ADMINISTRATION

- **Counseling/Guidance Office**
 - College/Career Center (2-3 hrs; weekly) PSAT Test Sign-up (Oct; lunchtime)
 - College Rep Visits (Oct) Schedule Changes (early fall) Testing Programs (ongoing)
- **Bus Pass Sales** Monthly (lunchtime)
- **Main Office** Miscellaneous (Mailings, Report Cards, etc)
 - Telephone for Main Office
 - Organize Academic Letters for Distribution
 - Help with 8th Grade Shadowing Process (mid-Nov to mid-Jan)
 - Install and Maintain Displays in Main Hallway Display Cases
- **Student Directory (mid-Sept)** Distribute (Back to School Night)
 - Distribute (at lunchtime; 11AM-1PM)
- **Planning for August 2009** Registration
 - Data Entry for Student Directory (Access) Proofread Student Directory
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2) DEPARTMENTS

- **Health Room** (2 hours every other week, 4 hr Red Cross Training provided at no cost)
- **Ozone** Coordinate Snack Donations to OZONE
 - Tutoring (at school; 1-2 hrs/week; 6 week commitment) Subjects: _____
- **English as a Second Language (ESL)**
 - ESL Study Skills (2-3 PM Classroom opportunity) Subjects: _____
 - ESL2 Class Parent Volunteer (2 hrs each Tues and Thurs; 6 week commitment):
Time Slot Preference: 8:30-10:25 AM 9:30-11:25 AM 12:05-2:00 PM
- **Library** Library Aide (Circulation Desk, Preparing Bibliographies, Shelving and Filing)
 - Mending and Book Covers Maintain Display Cases Create BHS Scrapbook
 - Manage Newspaper Archives Inventory (April; 2 hr shifts) Cataloger
- **Foreign Language** Monitor for National Exams
- **Adalante!** Program for at risk Latino students Tutoring. 2-4 pm daily. Spanish is not a requirement. Subjects: _____
- **Computer Science** Library Media Center 3rd Floor Computers
- **Video Production** Help in Video Lab
- **FIRST Robotics** Communication/Organization Other (snacks, copying, etc)
 - Fundraising Mentor: Mechanical Electrical Software

C. HELP WITH SPECIAL EVENTS

- **Hearing/Vision Screening** __ (February 10, 2009)
- **Dances** __ Homecoming Chaperone (Oct/Nov) __ Winter Ball Chaperone (Dec)
__ Prom Chaperone __ Prom Set up/Clean up
- **After Prom (May)** __ Event Planning (Jan) __ Set up __ Work at Event
__ Provide Refreshments __ Clean up __ Business Solicitations
- **Serve Refreshments** __ All Cultures Day (Oct) __ Academic Letter (Feb)
__ BHS Showcase (Dec) __ Senior BBQ (May)
- **Knowledge Bowl (Sat Oct or Nov)** __ Readers; Timers; Ticket/Money Takers __ Tutors
- **World Affairs Conference** __ Greet and direct
- **Academic Decathlon** __ Drivers to Sat. meets (Boulder/Denver)
- **Staff Appreciation** __ Organize Events through year

D. PROVIDE REFRESHMENTS *(Check as many as you can!)*

- __ Students in OZONE & CONNECTIONS (snacks): __ Once __ Monthly __ 4 Times
- __ Teachers/Staff Appreciation activities (ongoing)
- __ Counseling Office Events (as needed) __ Back to School Night
- __ Exhibitors at Career Fair (Dec) __ Academic Decathlon
- __ BHS Showcase Night (Dec) __ Academic Letter Reception (Feb)
- __ ESL Awards Ceremony (May) __ Senior BBQ (May)
- __ Knowledge Bowl __ Freshmen and Sophomore CSAP Tests (March)

E. HELP WITH SELLING/FUNDRAISING

1) **MAKE A DIFFERENCE "WISH LIST"**

- __ Collating and Stuffing for Mailing (end of September and end of January)
- __ Marketing
- __ Monthly *Highlights* Articles

2) **OTHER FUNDRAISING**

- **Art and Photo Supply Purchasing Cards** __ Sell to students (lunchtime; 2 times/month)
- **Peach Sale Distribution** (Dept. fundraiser for Consumer & Family Studies & LOYO)
__ Calling Committee for peach arrival __ Distribute peaches at school (fall: 1 day)

F. HELP WITH PARENT ADVISORY COUNCIL (PAC)

- **Highlights (BHS Newsletter)**
__ Mailings (one Friday morning monthly) __ Coordinate/Layout Spanish Version
- **Databases and Computer Help** __ Volunteer Coordinator __ Student Directory Distribution
- **Telephone for Refreshments (List of Volunteers provided)**
__ BHS Showcase Night __ ESL Awards Ceremony __ Career Fair
- **Parent Link Volunteers** __ Assist an incoming Freshman Family through 1st Semester

G. HELP WITH PANTHER ATHLETIC BOOSTER CLUB

- __ Spirit Sales at Sporting Events __ Team Web Liaison
- __ Banner Fundraising __ Sports Recognition Ceremony Volunteer

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