



# **Volunteer Handbook**

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V.I.P.  
(Volunteers in Partnership)

***2010-2011***

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**Mission Statement:** The mission of the Brentwood Christian School is to lead students to love God and to nurture them in a Christ-centered academic environment that emphasizes excellence and inspires them to develop their God-given talents for lives of Christian leadership and service.

Dear Parents,

Our many years of experience in Christian education have proven that parent involvement in children's education is extremely important to the children's success at school. Parent involvement contributes to such things as good attendance, increased learning and academic achievement, decreased behavior problems, and greater preparedness for higher education. In addition, parent involvement is of great benefit to the school. Through participating in fund-raising efforts and performing acts of service around our campus, parents help to keep tuition costs affordable, provide positive adult role models, and promote the quality of their children's spiritual formation and education.

You entrust your children to our school and have made the necessary sacrifices to provide the best education for your child. You would not be at Brentwood Christian School if you did not care deeply about your children and their education. Because we work very hard to hold tuition costs as low as we can, and because we believe that parental involvement at school is so critical, **we require our families to volunteer 20 hours per family or 10 hours per single-parent family per school year** to enhance the education environment of our school.

Brentwood Christian School welcomes volunteers and offers a variety of areas for active participation. We welcome the experience and wisdom of senior citizens, the commitment and caring of parents, and the enthusiasm and idealism of the youth in our community. We view our volunteer program – **VIP (Volunteers in Partnership)** – as an educational opportunity for our students to see adult community service in action. What better way to teach our students how to serve God than to model for them the meaning of **SERVICE** through involvement!

The work you do at Brentwood Christian School will enrich the classroom, the whole school, and the entire community by providing students with positive interaction, support, and encouragement. Your involvement will model Christ-like service to others, further supporting the school's mission.

Respectfully yours in Christ,



Libby Weed  
Vice President for Education

## **What is Stewardship?**

Stewardship is a way of life. It is a way of living each day in gratitude for all the blessings that God has given us. Sharing our gifts and returning them to God means giving generously of our time, talent, and treasure. We give to God by sharing with our church, our school, and those in need.

Sharing of one's time involves being with God in prayer and worship, sharing our love with family and friends. It means volunteering our time in church and community activities that help others. It means that God has given each of us the ability to do certain things well and we have the responsibility to give of those talents for the good of others.

## **V.I.P. (Volunteers in Partnership)**

### **Volunteer Code of Ethics**

In order for volunteerism to take root, grow and flourish in our school environment, it is essential for all school volunteers to adhere to the following professional code of ethics.

As a **VOLUNTEER**,

- I understand the importance of bringing a positive, upbeat attitude into the building in an attempt to make the volunteer experience a good one for all involved.
- I understand the need to be dependable, arriving on time and being ready to work.
- I will communicate my questions, suggestions, or feelings (good or bad) to the appropriate personnel to avoid any misunderstandings or problems.
- I understand the importance of **confidentiality**. I will not pass on any information about a child's classroom performance or any in-house school-related business that could hurt a family or adversely affect our school. This is privileged and confidential information that could be detrimental to all of us if passed on carelessly.

- I will assume a professional attitude toward what I do, remembering that I am part of the educational team.
- I understand the need for an open mind and will strive to view all situations objectively. I may see and hear things with which I do not agree. I will keep in mind...no one is going to handle problems in the same way I would...I may not have all the information around which some decisions are made.
- I understand that I work under the direction of the school staff. The students are their responsibility and I will refer any discipline or other related problems to them.
- I will be honest. If I am concerned or uncomfortable with a situation, I will talk to someone. I will not be afraid to ask questions if I am unsure about something.
- I understand the importance of dealing with all children, including my own, in the same manner.

### **Volunteer Hours**

This program requires an average of two (2) hours of volunteer service per month, per family. You will be surprised how quickly the hours add up when you think of the simple things you already do or can do such as driving/chaperoning class field trips, working a shift at a Fall Fest booth, working one lunch shift a month in the cafeteria, or grading Math Command papers AT HOME. Anything you do to SERVE as a volunteer at school will count toward your volunteer hours.

Serving in other church ministries will not be included in your school volunteer hours. Items that are donated for any fundraising event or the time it requires to make the item will not be included in your school volunteer hours.

You must have an assigned volunteer duty. Attendance only will not count toward your credit hours: for example, class parties, Jog-a-fun, Field Day, Nutcracker dinner, etc. Driving children to school for drama, music, athletic practices, performances, or games will not count toward your volunteer hours (unless the game is during school hours, such as a track meet and is solicited by the event coach and multiple students are

transported). Driving or chaperoning junior high/high school class trips, out-of-town academic competitions or elementary field trips that last more than one day (such as NASA and the Lexington) will be counted as one 8-hour school day for one parent per family.

- 20 hours per family/10 hours per single-parent family per school year and 6 hours per teacher family with children at BCS (this includes teacher aids, Children's Ark and Developmental Pre-K teachers)/3 hours per single-parent teacher family with children at BCS. A single-parent family is defined as a family with only one active parent in the children's lives.
- A family may make a financial donation in lieu of volunteering - \$400 per family/\$200 per single parent family/\$120 per teacher family/\$60 single-parent teacher family = \$20 hour
- Volunteer time will be recorded in 30-minute (one-half-hour) blocks, and if a family member works less than 30 minutes, one half hour will still be recorded.
- If a family volunteers more than the required hours per school year, the hours are not carried over to the next school year.
- If a parent serves on the BCS School Board or is a PTF or Athletic Booster Club officer (President, Vice-President, Secretary, Treasurer) or a Committee Chairperson/Coordinator/Academic Head Coach listed below, he or she receives all 20 hours upfront and is not required to record volunteer hours throughout the year. The positions referred to above are the following:
  - BCS On-Call Sports Physician
  - Book Fair Coordinator
  - Box Tops and Tyson Labels Coordinator
  - Capri Sun/Campbells/Paper Recycling/Cartridges Coordinator
  - Fall Festival Chairman

- Fall Fest Advertising/Sponsorship Coordinator
- Fall Fest Booth Coordinator
- Fall Fest Concessions Coordinator
- Fall Fest Ticket Sales Coordinator
- Family Night/Restaurants Coordinator
- Grandparents' Day Coordinator
- Homeroom Representative Coordinator
- Jog-a-Fun Field Coordinator
- Jog-a-Fun Volunteer Coordinator
- Lego League Head Coach per team (Jr. FLL & FLL)
- Math Command Coordinator
- Newsletter/Monthly Calendar Coordinator
- Playground and Campus Upkeep Coordinator
- PSIA Head Coach per event (26 events)
- Registration and Summer Mail-out Coordinator
- Robotics Instructors and Mentors
- School Directory Coordinator
- School-Pak (Supplies) Coordinator
- Spelling Bee Coordinator
- Teacher Appreciation Lunches Coordinator
- TCSIT/TAPPS Head Coach per event (up to six events)
- Uniform Resale Coordinator
- VIP Program Coordinator
- Web Master for PTF
- Workroom Hospitality Services Coordinator

- Young Author Contest Coordinator

This totals approximately 70 leadership positions out of approximately 450 BCS families. If you agree to take on a leadership position, you must take ownership of that event/duty. You are ultimately responsible to have the job completed to the best of your ability and through leading volunteers to the best of their ability. You must complete the essential duties and responsibilities listed on the VIP Volunteer Job Description or the 20 hours will not have been earned. If you would like to share a leadership role with another parent, the 20 hours will be split in half and you will need to track an additional 10 hours.

### **Volunteer Credit Forms**

Volunteer Credit Forms will be given to volunteers by the program coordinator, and additional forms can be found on RenWeb, the PTF website ([www.bcsptf.org](http://www.bcsptf.org)) and in the elementary and secondary offices. You are responsible to fill out the form and give the form to the program coordinator/teacher/head coach at the event for sign off. That leader will then give the form to the VIP Program Coordinator to record into RenWeb. If the leader is not present at the time, you can send the completed yet unsigned form in with your child's folder or return the form to one of the school offices. The VIP Program Coordinator will give the form to the leader for signature.

While you can always track your hours on RenWeb, you will also receive a Volunteer Credit Statement in January and April. Any hours not served by a stated date in May will be billed to your family's school account, and payment will be required before final report card/records are released.

### **How to Volunteer**

When you check areas of volunteer interest on the Time and Talent Agreement, your name and contact information will be given to the program coordinator, who will contact you as needs arise. For ongoing volunteer opportunities and additional needs that come up during the school year, we will post the opportunities and coordinator contact information on RenWeb, the PTF website, select bulletin boards, and Friday folder notices via the monthly PTF calendar. You will contact the

coordinator and let him or her know of your interest in volunteering for that event.

### **VIP Program Monies/PTF Membership Fees**

Monies accrued from this VIP program will go toward enhancing and purchasing school technology! This program has not been implemented as a means to raise additional funds for the school but rather as a response to an ongoing struggle to find adequate volunteers to meet the school's needs.

Annual PTF Membership will continue to cost \$15 in order to provide for the school directory, school performance groups for our children, and many other PTF programs.

### **Foreign-Exchange, Scholarship and Special Need Families**

Foreign-exchange students with families living out-of-town and therefore unable to volunteer will receive a VIP waiver.

Scholarship families who cannot afford the buyout and are not available for many volunteer duties because of work schedules should endeavor to find volunteer tasks that can be completed at home or outside the usual work day.

Families with serious health conditions will be given consideration for a VIP waiver when requested. Please contact the VIP Program Coordinator.