

PAC VOLUNTEER SIGN-UP FORM - SCHOOL YEAR 2011 – 2012

Throughout the school year volunteers are needed to help the Birchland PAC Executive with various activities. Your donation of time is appreciated and is so valuable to the students whether you can help for as little as half-an hour, once in a while or on an ongoing basis. Please indicate below if you are able to help and we will be sure to call on you from time to time. Thank you in advance. **See various job descriptions below.**

Name: _____ Phone #: _____ Child's Name(s): _____

Please specify days and times you would be available: _____ Child's Teacher(s): _____

	9-12	1-3	Eve.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please indicate below if there is a specific activity you would like to help with or whether you can help with any activity:

Volunteers are required to obtain a Criminal Record Check from the RCMP (located just off Pinetree Way in Coquitlam). The required forms are available at the Birchland office, including a personalized cover letter that will allow for the regular fee to be waived. Once all documents are on file with the school, volunteer approval remains valid for five years.

Any further questions please call Stella 604-475-1525 or email goncalves stella@hotmail.com

VOLUNTEER JOB DESCRIPTIONS:

Running Club helper: Help with the Running Club Co-ordinator with the students, hand out the sticks, tally up the km's, etc. Running Club is held twice a wk afterschool until 3:30pm.

Alternate Driver: (Criminal Record Check / Insurance Form Required) Volunteer drivers might be needed to drive for other classes if they are short drivers. This does not happen often but occasionally a class' field trip may be in jeopardy of being cancelled due to the lack of drivers from that class.

Fundraising: Volunteers are needed to sort and distribute brochures, notices and items to the classes.

Library Helpers: (Criminal Record Check Required) Volunteers are needed to sort and shelve books for our Librarian.

Book Fairs: We hold three or four book fairs during the school year. The fair is set-up on a Thursday morning. Volunteers are needed to help sell books and trinkets Thurs, Fri, Mon, Tues & Wed during lunch from 12:15 – 12:50 pm and then again after school from 2:50 – 3:30 pm. We also hold a family night from 6 – 7 pm usually on the Monday or Tuesday evening.

Event Set-up & Take-down: Volunteers are needed for set-up and take-down of the various events throughout the school year such as Book Fairs, Bake Sale, Jump Rope for Heart and Sports Day, etc.

Event Volunteers: Parents are needed to help at the concession, sell tickets, help at sports stations, etc. during the many events put on during the school year.