

## **NCCS VOLUNTEER PROGRAM**

Nelson Christian Community School operates on approximately 30% less financial support (including tuition and government grants) than public schools in Nelson, BC. To make up the difference we rely on our parent community to support the ministry our staff, teachers and administrators are doing through volunteering. Families who are on Tuition Assistance may be asked to take on additional Volunteer responsibilities.

Volunteering is an excellent way for parents to join with the ministry of the school and show their support for the school, their child(ren) and their child(ren)'s class. We do not take for granted the contribution that our volunteers make in helping to maintain and grow our school.

Volunteer programs are not unique to NCCS. Our program follows a common practice in both private, public, education, community service and sport organizations in Nelson and right across BC.

We ask each family to commit to completing 10 volunteer hours by June 1<sup>st</sup>., 2018. A Volunteer Tracking Form is used to track hours and must be completed and submitted to the school office by June 15<sup>th</sup>.

Volunteer hours are recorded on a honour system. We ask that if a family does not complete their 10 hours, that they submit \$12 per hour. Family members other than the parents are welcome to volunteer and count towards the family hours. Please contact the school to arrange alternate family members to volunteer.

Activities that do not count towards volunteer hours: Attending Parent-Teacher interviews; Attending Christmas Concert or Awards Ceremony; Attending a Movie Night or BBQ; Member of the Nelson Christian School Society Board; Attending a school chapel; Watching a class or student presentation; Being a staff member of NCCS or CHEK ABC.

Please make your choices by checking the box next to the area you wish to volunteer for.

Type of Volunteer Position	Est. Hours
<b>Volunteer Coordinator</b> - Collects these forms. Helps families connect with coordinators.	<b>3-5</b>
<b>Parent Council Coordinator</b> - Take notes, organize other members	<b>10-12</b>
<b>Parent Council Committee Member</b> - attend meetings, help with projects.	<b>10-12</b>
<b>Fundraiser Coordinator</b> — responsible for planning meetings, oversee volunteers, marketing event, etc.	<b>10-12</b>
<b>Fundraiser Helper</b> —could include ticket sales, planning, advertising, decorating, host, set-up or clean-up, etc.	<b>1-3</b>
<b>Classroom Volunteer/Helper</b> - Assists classroom teacher with various projects: photocopying, bulletin boards, organizing/sorting,; laminating;	<b>1 -3 per visit</b>
<b>Hot Lunch Program Coordinator</b> – works with lunch provider, plan lunches, oversees group of volunteers, sort forms, collect money, etc.	<b>12</b>
<b>Hot Lunch Program Helper</b> - helping hand out lunches, help with forms.	<b>4</b>
<b>Field Trip Chaperone</b> - Attend field trip and take responsibility for a group of students.	<b>5-10</b>
<b>Car Pool Coordinator</b> - Arrange drivers, collect forms	<b>3-5</b>
<b>Club Leader</b> - Organize, manage and lead a Friday club e.g. sewing, woodworking, art, music, etc.	<b>8-10</b>
<b>Chapel Speaker</b> - prepare and speak on a topic.	<b>1-3</b>
<b>Friday Tuck Shop</b> –duties include organizing the concession (popcorn machine), supervising other parent volunteers/students.	<b>1-3</b>
<b>Family Fun Night Coordinator</b> - Collaborates with Parent Council. Organizes and supervises monthly Friday night activities at the school.	<b>8-10</b>
<b>Family Fun Night Helper</b> – Helps with set up, take down and/or chaperones at the event.	<b>5-8</b>
<b>Book Fair Helper</b> – Helps to set up and run the Book Fair	<b>1-3</b>
<b>Library Helper</b> – sorting books, etc. and year end clean-up (i.e. shelving books, inventory, wiping books.	<b>1-3</b>
<b>Toy Lending Member</b> - Toy Lending Library: washing toys, organizing	<b>1-3</b>
<b>Housekeeping</b> - Cleaning out, sorting and displaying lost and found items. Cleaning appliances in the staff room. Taking tea towels and dish cloths home to wash. (Can be done after schools hours). Helping with various cleaning projects	<b>3-4</b>
<b>Maintenance</b> - Plant flowers/water the lawn, garden and flower beds	<b>1-3</b>
<b>Christmas Play/ Special Assembly Helper</b>	<b>1-3</b>
<b>OTHER: Please feel free to contact the school if you have other areas that you would like to contribute towards.</b>	

**NCCS VOLUNTEER HOURS TRACKING SHEET  
2017/2018**

<b>Family Last Name:</b>
<b>Children's First Names:</b>

FIRST NAME OF PARENT VOLUNTEER	VOLUNTEER SERVICE PROVIDED	NAME OF EVENT COORDINATOR	VOLUNTEER SERVICE PROVIDED	DATE OF SERVICE	HOURS COMPLETED

<b>DATE OF COMPLETION:</b>
<b>SIGNATURE OF VOLUNTEER:</b>

Please submit your completed form to the Volunteer Coordinator \_\_\_\_\_ upon the completion of 10 hours or before June 1, 2018. Completed forms can be left at the school in the folder in the central office.

If you have not completed 10 hours by June 11, 2018, please submit this form. You will receive an invoice for payment for the remaining hours. (\$12.00 for each hour not completed). For instance, if your family volunteered 7 hours during the year, 3 hours remain unfulfilled. You will owe \$36.00.