



## 2021-2022 Volunteer Service Protocols and Procedures

Bayshore Christian School strives to promote a culture of volunteerism and a strong partnership between home and school. Volunteer service hours can be served at BCS events such as athletic events and Campus Beautification Days, and require a completed Volunteer Log Sheet available in the school office and signed by the BCS task representative or administrator. For families not receiving financial assistance from the school, an \$80 charge (\$20 per hour) will be assessed to your FACTS account in August with a due date of April 15, 2022. As a family's volunteer hours are completed, BCS will credit the FACTS account throughout the year.

Families who **do not receive** financial assistance from the school are required to complete a minimum of **4 hours** of volunteer service per family for the 2021-2022 school year.

Families who **do receive** financial assistance from the school are required to complete a minimum of **30 hours** of Volunteer Service to the school throughout the year (15 service hours by December 1, 2021; 15 service hours by May 1, 2022).

Please review the details below regarding the 2021-2022 volunteer procedures:

- 1) Volunteers must complete volunteer log sheets. The **volunteer** must secure the BCS administrator/task representative signature **prior** to delivering the sheet to the office. Volunteer log sheets that have been turned in without a BCS task representative or administrator's signature will not be considered complete. Volunteers must submit the Volunteer Log Sheet **within 30 days** of the service in order for the hours to be eligible for 2021-2022.
- 2) Activities that fulfill the Volunteer Service requirement are approved by BCS administration and will most often be communicated via email with an electronic sign-up portal. Volunteer activities completed as a homeroom parent and/or activities that take place off-campus and in the absence of an administrator or authorized BCS agent (i.e. homeroom parent newsletter, cooking or providing food for athletes or classroom activities, etc.) may not be counted toward the Volunteer Service requirement. Examples of events that may be counted toward the Volunteer Service requirement may include, but are not limited to the following. This list is not exhaustive, and any and all Volunteer Service opportunities must receive prior approval from BCS administration:
  - BCS Fundraisers
  - BCS Grandparents Day
  - BCS Thanksgiving Feast Day
  - BCS Campus Beautification Days
  - PTFW meetings and sponsored events
  - BCS Athletic Booster Club meetings and sponsored events
  - BCS event receptions

- 3) In-Kind Donation: A family may also make a donation of in-kind professional services that are of general benefit to BCS to satisfy service hours. If a family's business or profession is one that could provide a service to the school that would normally have to be paid for, please consider donating that product or service in fulfillment of Volunteer Service Hours. In-Kind Donations must be accompanied by a Volunteer Log Sheet, signed by the BCS administrator who approved the In-Kind Donation.
- 4) Volunteers must be 18 years old or older; Adult family members or adult friends of the family may provide service on behalf of the family. Bring ID and send Coach Denny an email with person's name and what family they are earning hours for.
- 5) Children under the age of 5 years old may not accompany volunteers during the completion of the service, except in the case of Campus Beautification days, as students are encouraged to attend those events.
- 6) All volunteers must wear school-appropriate attire. You will be asked to re-schedule if not in proper attire. It is recommended you wear comfortable shoes. Please do not wear long jewelry that could catch on anything. Volunteers must dress appropriately for the task they are completing. (Example: Sports banquet- dress like you are attending the banquet or Field day- casual clothes for outdoor activities)
- 7) Please adhere to any specific requests detailed in individual Sign-Up Genius documents, such as number of slots for which to sign up and start/end times. We want everyone to have equal opportunity to volunteer.
- 8) If unforeseen circumstances arise and a volunteer is unable to complete the event for which he or she has volunteered (i.e., availability has changed, ill child, etc.), the volunteer must remove his or her name from the Sign Up Genius volunteer roster and **notify the school office as soon as possible**. In case of an emergency after 4 pm, please contact Coach Denny directly.
- 9) If a volunteer does not show up for an event or cancels within 4 hours before the event and this happens more than one time, he/she will be asked to refrain from signing up online. The volunteer must contact the school directly to set up volunteer work.
- 10) Volunteers working indoors will be required to wear mask.
- 11) The final day of school in May 2022 is the final day of Volunteer Service accounting for 2021-2022.

Please sign and bring it with you the first time you volunteer on campus. I have read and agree to follow all volunteer policies and procedures as stated above.

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Signature

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Date