



## **VOLUNTEER HANDBOOK**

*Your Guide to Bonny Slope Programs,  
Events & Volunteer Opportunities*

*You Can Make a Difference!*

*Visit our website at: [www.bonnyslopebsco.org](http://www.bonnyslopebsco.org)*

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## **Volunteers Making a Difference!**

The volunteers at Bonny Slope who contribute their time and talent make a significant difference to our school. When you volunteer at Bonny Slope you become part of the community. No amount of time is ever too small; we need you!

This handbook is your guide to the programs and events that enrich your child's educational experience at Bonny Slope. We invite you to read it with an eye to how you might be able to participate. We hope to have many grandparents and neighbors who also volunteer – please consider this possibility for your family.

Keep this guide handy this year as a quick reference to school programs and activities. We hope you can find a way to volunteer a bit of yourself: you *can* make a difference in your child's education.

## **How To Get Involved**

All volunteer registration is done on-line. Please log on to the **BSCO website** and look at our volunteering page at <http://www.bonnyslopebsco.org/volunteering>. Here you can submit a background check, which is mandatory prior to volunteering at Bonny Slope. You can also register on mVP (my Volunteer Page), which is the registration process for both classroom volunteering, as well as committees. You will receive a follow-up phone call or email from one of the following people: A committee lead will call you if you've selected a program or event; a class representative will call you if you are interested in classroom or party help; or a volunteer coordinator will call to discuss your availability and get you started.

If you want to learn more about a particular volunteer area, please call or email any volunteer committee team leader. We'll be happy to help you sort through the options.

Grandparents and other volunteers are welcome at Bonny Slope as well as parents. The School District requires that non-parent/guardian volunteers complete a background check, fill out a Community Volunteer Form, and be issued an ID badge. You may pick up a form in the office. If you need help, contact the Directors of Volunteer Support.

## **Questions? Here's who to call...**

We are always happy to talk to you about any aspect of volunteering at Bonny Slope. Please contact:

**Directors of Volunteer Support:**  
**[volunteers@bonnyslopebsco.org](mailto:volunteers@bonnyslopebsco.org)**

**Director of Committees:**  
**[committees@bonnyslopebsco.org](mailto:committees@bonnyslopebsco.org)**

# Your Bonny Slope Volunteer Leadership Team

## Bonny Slope Community Organization (BSCO)

The BSCO is the parent-teacher organization at Bonny Slope. **Every parent or guardian of a child at Bonny Slope is automatically a member of the BSCO.** The BSCO coordinates volunteer efforts, community events, educational enhancement and fundraising.

Parents founded the BSCO as a non-profit organization when Bonny Slope Elementary opened in 2008. The BSCO has raised funds to support many of the extras that enhance our school. These include supplies, grant money teachers use for enrichment programs, Art Literacy, artists in residence, classroom parties, Bobcat Trail Club, literacy programs, Geography Club, student directories, technology, yearbook, PYP, and more.

The BSCO funds, staffs, and organizes many of the community events at Bonny Slope, such as the Science Fair, Staff Appreciation, Pancake Breakfast, After School Programs, Carnival, Monster Mash and many more.

**Please join us for our meetings.** These meetings are a wonderful way to participate in making decisions about programs and finances. Please visit <http://www.bonnyslopebsco.org/calendar> for details on meeting dates.

# **Volunteer Opportunities: Something for Everyone!**

## **Teacher Support**

You can support our teachers and children in the classroom as a Class Coordinator, by volunteering at school or by volunteering at home.

### **Classroom Coordinator**

Class Coordinators are the link between the teacher and parent volunteers in a classroom. There will be a training and information meeting for classroom coordinators in September to give you the support you need to fill this role. The classroom coordinator is responsible for:

- Working with the teacher to determine current and future needs
- Scheduling classroom volunteers
- Recruiting volunteers for occasional special projects or school-wide events (e.g., Art Lit, Jog-a-Thon, Field Day, etc.)
- Working together with classroom parents to coordinate parties,

### **Classroom Support**

Assist teachers in the classroom. Teachers may have you read to or tutor an individual student, grade papers, photocopy materials, or work with a group of students. You may offer to help weekly, bi-weekly, monthly, or as fits into your schedule. After you sign up to help in the classroom via mVP, the classroom coordinator will contact you to arrange a schedule that works for you and your teacher.

### **Party Coordinator**

Help plan your child's classroom parties. There will be three parties during the school year: Winter (just prior to Winter Break), Valentines Day and Year-End (last week of school). Parties are planned across grade levels to minimize the work of the party planners and to provide equity among classrooms. You will work with other grade level party coordinators to plan the three parties within a given budget.

### **Party Helper**

Party helpers work with the party coordinator to ensure a successful party for your child's classroom. You might be asked to help with a craft or game or to assist with snacks. It's a great way to get involved in the classroom community if your volunteer time is limited.

## **Volunteer at Home**

Volunteering during the school day can be challenging for families with preschool children and weekday work schedules. There are opportunities available for volunteering from home if this better fits your needs. You might be asked to support projects for a specific classroom or to help with a particular program (e.g., trimming Box Tops, making signs for an event, making phone calls, etc.).

## **Volunteer Committees**

Outside the classroom, there are numerous opportunities to provide support on a school-wide basis for special school events and to help keep the school running safely and smoothly.

## **Art Literacy**

Art Literacy is a highly successful art education program across the Beaverton School District that introduces students to various artists and their work, helping students to develop an understanding of art history and expand their creative abilities through hands-on art projects.

Each classroom has an Art Literacy volunteer who presents a pre-designed educational program to the class. Students learn general biographical information about a featured artist, learn about his or her work, and experience a hands-on art project. You do not need to have any art or art history background to be an Art Lit presenter! At fun, interactive meetings (morning or evening, 5-6 times during the school year, about 1.5 hours in length) you'll receive training so you can present the artist to your students and lead them in hands-on production. In addition, volunteers are also needed to assist the lead Art Lit presenter the day of the project.

## **Artist in Residence**

Each year we select a visual, performing or literary artist to guide students through multiple sessions to produce a unique "work of art." Volunteer responsibilities include researching and scheduling the visiting artist and managing community grants. Most work can be done from home in the early and late part of the school year.

## **Auction Art**

*Please note: Auction Art is not a committee on it's own, but rather a sub-committee as part of the overall Auction Committee.*

Auction Art is an amazing way to help the students give back to their school in a creative way. The Auction Art volunteer is the auction art point person for the classroom. You are in charge of one fall Art Lit lesson at which you will work with the students in your classroom to create their part of the auction art. There will be some additional time spent putting the entire piece together (gluing or assembling in some way, into a frame or canvas) which may also include working with 1 or more other auction art class coordinators to create a combined piece. The lesson, supplies, and any other help you may need will be 100% supported by the lead Auction Art Coordinator

## **Bobcat Trail Club**

The Bobcat Trail Club is a running/walking program designed to encourage fitness in a fun way! Kids run/walk laps on the school track and record laps completed. Rewards are given after designated milestones are reached. Teachers and family members are welcome and encouraged to run with the kids on weekly check days. Volunteers are needed in the morning and during lunch recesses on Bobcat Trail Club check days to help kids keep track of completed laps.

## **Blog Writers**

Our community organization website provides overview information on the goings on at Bonny Slope. Volunteers on this committee may help add and manage content. This is a “committee lead only” opportunity. If you are interested, please check with the Director of Committees to find out if a lead is needed.

## **Book Fair**

Help staff the school’s Book Fair, an event where a wide-variety of kid-approved books are sold to help raise money for Bonny Slope. A large percentage of all sales from the fair come immediately back to Bonny Slope to purchase books and other supplies for the BSE library and classrooms. Volunteers are needed to help set up and take down the displays, as well as help attendees make purchases.

## **Carnival**

Be part of the team that plans the annual Bonny Slope Carnival in the spring! Sign up on mVP if you want to help with planning games, activities, food, prizes, etc. If you are interested in helping out the day of the Carnival, a separate sign-up will be sent out closer to the date of the event.

## **Cultural Enrichment Committee**

The Cultural Richness Committee works to increase cultural awareness and understanding within the Bonny Slope community with a goal of creating a more inclusive and welcoming school for all. The Cultural Richness committee not only creates programs that expose students to different cultures (such as Mother Language Day and Cultural Family Night), but it also tries to “sprinkle” cultural awareness in existing activities (such as Art Literacy and Jog-A-Thon) that are already occurring at Bonny Slope by partnering with other committees! If you’re interested in increasing cultural awareness and understanding at Bonny Slope, this committee provides a wide variety of volunteering opportunities.

## **Community Garden**

Throughout the year we will be working alongside the students on an organic garden on the Bonny Slope campus. We’re looking forward to digging in and experiencing the many tasty fruits and veggies that grow from our efforts. Weekly help is needed for weeding, planting, etc. Encourage Bonny Slope students to cultivate a love of gardening!

## **Community Outreach**

This committee coordinates frequent community service opportunities for our students and families to serve the broader community. Some of the past programs have included serving at a book bank, a food bank, a non-profit that helps children in need and the Beaverton Clothes Closet. Volunteers are needed to help identify community partners for service opportunities and coordinating community involvement.

## **Earth Sustainability**

Through classroom projects, community partnerships and national recognition, our mission is to improve air quality, create a safer environment, teach a more gentle interaction with earth and inspire a greater awareness of the earth and our human impact for our students as well as their teachers and their families.

Our goal is to turn Earth Day into a daily habit. It's about fun and designing a school as healthy and earth friendly as we can imagine it to be. Our volunteers have an infectious enthusiasm that invites people to the possibilities of what can happen when we stop talking and start doing, stop dreaming and start believing!

A core team of 6 to 10 volunteers to oversee the various environmental programs is needed. Additional volunteers will be needed to execute the programs.

## **Fifth Grade Activities**

Help make a memorable year for our departing 5th graders! Join the planning committee and participate in organizing Outdoor School, End of the Year Send-Off Party, gift to Bonny Slope, Pancake Breakfast and all of the associated fundraising opportunities.

## **Geography Club**

Students in grades first through fifth have the opportunity to explore the world through our Geography Club. This is an individualized, sequential geography program designed to help students learn some or all of the world's countries over the course of a school year. Each student receives a passport, chooses an individual level of study and collects postage stamps for learning the world's countries and geographic features.

Volunteer opportunities include the Fall Production Parties (copying/collating beginning of year packets, labeling passports etc), staffing the monthly Check Days (last Wednesday morning of each month, 2-4 hours), general production (copying/distributing the monthly maps), and bulletin board help. There's always a job to be done! All help appreciated & most can be done on a flexible schedule. Thank you!

## **Library**

*Please Note: This is not an official committee, but volunteers are needed on a regular basis.* Many volunteer opportunities exist at the Bonny Slope Library. Shifts are available to help check out books, re-shelve books, repair books, create the bulletin board, or assist with clerical tasks. We need to have many parent and community volunteers in the library on a daily basis. Please consider volunteering in the library in addition to other volunteer selections you make. Training will be provided.

There are also many special projects and activities that take place in the library throughout the year:

- Organize and run annual Book Fair(s) (see Book Fair Committee)

- Manage small projects in the library

- Some of this work may be done from home and some at school but should be flexible to fit your schedule.

## **Monster Mash**

A fun-filled evening to celebrate the fall season! Halloween costumes are welcomed (though leave the gory costumes and weapons at home). If you are interested in helping plan this event that takes place mid- to late-October, please sign up here. If you are interested in helping out the day of the Monster Mash, a separate sign-up will be sent out a few weeks before the event.

## **OBOB (Oregon Battle of the Books)**

The Oregon Battle of the Books is an optional student enrichment program that runs roughly from mid-November through mid-March. 4th & 5th graders are eligible to participate, creating teams of 4 to 5 members, who compete in weekly battles regarding the content of the designated OBOB books. Battles begin in January during the 4th & 5th grade recess periods, Monday through Thursday.

Volunteers are needed for various aspects. Options include production (forms & packets in November/early Dec), time keepers (lunch recess hours Mon-Thurs), bulletin board design & advertisement (beginning in Sept) & party help (Dedication day, two pizza parties). The time commitment is flexible, with the greatest need lying in finding timers for the battles. Any & all help is appreciated!

## **Pantry Provisions**

This Committee coordinates a program that provides a weekend supply of nutritious food for Bonny Slope students when school lunch and breakfast is unavailable on a weekend or school holidays. Each food backpack is provided free of charge and contains nutritious, nonperishable items. This committee was created with the hope that these resources will support the health, behavior and academic achievement of every student that participates. Volunteers are needed to shop for food to fill backpacks, clean and organize the pantry, and stuff backpacks to be taken home.

## **Pictures/Vision Screening**

*Please note: There is no committee for Pictures or Vision Screening, but volunteers are needed.*

Assist students as they have their school photos taken and their vision checked. Classrooms rotate through pictures and screenings in the same day, usually occurring in early October. Various shifts are available throughout the day.

## **Production Team**

The Production Team works in the volunteer workroom to complete projects for teachers or staff. Projects may include photocopying, die cutting, collating and assembling booklets, and more. Training will be provided. This program results in better use of copy machines, provides a generally available resource to teachers, and provides a volunteer opportunity for those who enjoy the camaraderie of being in the workroom with other parent volunteers.

## **Science Night**

During this event, students exhibit science fair presentations at Bonny Slope in an enjoyable, non-competitive atmosphere. This event takes place in late March or early April. Student experiments and projects will be on display for all to enjoy. If you are interested in helping to plan and coordinate this event, please sign up on mVP. If you are interested in volunteering the day of the Science Fair, a separate sign-up will be sent out a few weeks prior to the date.

## **Staff Appreciation**

An important part of friend-raising at Bonny Slope is showing our dedicated staff how much we value the quality education, professionalism, and caring they bring to our children each day of the school year. Staff Appreciation Week takes place in May, in addition to various activities throughout the year. Ideas include BBQ lunch, latte & smoothie morning, muffin madness, a collection of personal cards & notes from families, and other activities. All activities are gestures designed to show the Bonny Slope team how much students and their families value the gifts they receive all year long.

The committee lead for this special week provides overall coordination. We need volunteers to coordinate a day, contribute a dish, set-up/clean-up a meal, decorate the staff room, or collect cards and notes from families. You can do a little or a lot, and be part of an important program for our school.

## **Student Directory**

Each fall the BSCO publishes a school-wide directory, an alphabetical listing of students and families for everyone at Bonny Slope. Parents specify the contact information they would like included in the directory, and there is an option to prior to publishing. The student directory lead compiles and enters data, proofreads, publishes and distributes the directory. This job occurs early in the school year and may be done from home. This is a “committee lead only” opportunity. If you are interested, please check with the Director of Committees to find out if a lead is needed.

## **Yearbook**

The Bonny Slope Yearbook is published each June and is available for purchase to all students and any family or friends who may be interested. Volunteers with design, editing, and photography skills are needed to create and use a template of the yearbook to include class pictures, events, awards, etc. Classroom volunteers are also needed to be in charge of taking and sending pictures of students in the classroom at activities throughout the year.

## **Fundraising**

The BSCO fundraising committee is responsible for generating funds to support all of the great programs sponsored by the BSCO. Fundraising requires a dedicated team, but not a huge time commitment from each member of the team. You do not need to have fundraising experience to help; many of the jobs are administrative. There are three major fundraising programs at Bonny Slope Elementary: the Jog-a-Thon, Bobcat Soiree and Auction and Bridge the Gap. Each program represents a very different way that Bonny Slope families can contribute to keep the many programs supported by BSCO running smoothly. Following is a breakdown of the volunteer needs.

### **Jog-a-Thon**

The Jog-a-Thon is our primary fall fundraiser (previously held in the spring). Students solicit pledges from family and friends for the number of laps they can run or walk during a scheduled time. A flat amount may also be pledged. The students enjoy the chance to run or walk their laps and finish up with a snack while knowing that they are supporting their school. We will need lots of volunteers in early fall to solicit donations, advertise the event, assemble pledge packets, count laps at the event, tabulate proceeds, and help with distribution of awards. This is a fun, easy way to help with an important program for our school. If you are interested in being on the team that plans the Jog-a-Thon, please sign up on mVP. A separate sign-up will go out in the fall to solicit volunteers for the day of the event.

## **Auction**

The Bobcat Soiree and Auction is a well-attended event which raises substantial funds for maintaining the highest quality education and providing quality equipment at Bonny Slope. There are numerous opportunities for involvement, including: student art, procurement, ticket sales/marketing, sponsorships, event décor, item displays, party-hosting, catering, registration, day-of help, and much more. The Bobcat Soiree committee is a great opportunity to be involved in helping Bonny Slope, while taking part in something fun and forming new friendships.

## **Bridge The Gap**

Bridge the Gap allows families to contribute a one-time tax deductible donation. Volunteers are needed to head this committee, market the campaign, and assist in collecting matching funds from corporate donors. This fundraiser takes place only if we need additional funds not brought in by Jog-a-Thon and Auction and does not require a committee lead.

## **Matching Funds**

The Matching Funds Coordinator works closely with the Bridge the Gap Coordinator. This position verifies donations and assists parents in obtaining matching Funds from participating employers by verification. The Jog-A-Thon, Auction and Bridge the Gap will produce Matching Funds that will need to be verified.

## **Box Tops for Education**

This program lets you give to Bonny Slope without any additional spending. Families submit box tops to school, and BSCO redeems them for cash for our school. We always need volunteers to help with various aspects of this program throughout the year, such as collecting the box tops from classrooms and helping with trimming and sorting. Many parts of this job can be done at home. This is a “committee lead only” opportunity. If you are interested, please check with the Director of Committees to find out if a lead is needed.

## **General Guidelines for Bonny Slope Volunteers**

### **Background Checks**

Background checks are **mandatory** for all volunteers at Bonny Slope Elementary. You may not volunteer unless you have a completed background check. Please check in with the BSE front office to find out if your background check has cleared.

### **Wear Identification**

All volunteers must wear a school volunteer identification badge at all times when in the building. Adults not wearing proper identification should be directed to the school office.

### **Sign In and Out**

- Please remember to sign in and out using the front office computer when you volunteer.
- The office must know who is in the building at all times for security and emergencies.
- If you sign in, the district's insurance will cover you while performing volunteer duties.
- The district includes the number of volunteer hours contributed to your school in the annual report to the School Board and the State Department of Education, and statistics on volunteer hours may be used in grant applications qualifying under in-kind contributions.
- You are eligible to join the Portland Teacher's Credit Union after volunteering in the Beaverton School District for 60 hours in one year, then volunteering 120 hours in a second year.
- Many companies make matching funds available for volunteer hours. Please check to see if your company is one of them. If you are an INTEL, NIKE OR MENTOR GRAPHICS EMPLOYEE, the school receives matching funds for your time (but not a spouse's time). Please be sure to note your affiliation on your volunteer interest form.

### **Act Professionally**

Although your job is voluntary, your commitment is professional. Please remember to respect school and classroom policies and practices, and to be dependable and punctual. Honor your obligations. Please call the front office and leave a message with the appropriate person if you are unable to volunteer when scheduled. Always dress appropriately.

### **Respect Confidentiality**

During your work, a child might disclose something highly personal or traumatic, or you might hear or witness something that causes you concern. **Volunteers must guard confidentiality at all times** to protect children and families. If you have a concern, please speak directly to Janet Maza, the Principal, before speaking about the matter with anyone else. She will let you know if you need to share your concern with someone else. Please do not discuss your concern with parents, students, teachers or other staff members.

### **Adhere to Sight and Sound Rule**

When working one-on-one with a child or with a small group of children, volunteers must always be within sight and sound of a staff member. Never be alone in any way with a student or small group.

### **Volunteer Restrooms**

The Boys and Girls restrooms are for students only. Volunteers should use the single restrooms located outside the gym, near the first grade classrooms, and outside the library.

### **Protect Against Blood Borne Pathogens**

As a volunteer, you must not provide first aid for any student and should not handle any bodily fluid. Report incidents to a staff member and they will take proper care of it for you.

### **Money Handling**

All cash counting should be done by at least two adults. Please be sure to include all receipts and a deposit form and submit to treasurer. All money should be kept in a locked cabinet in the office until deposited into bank by the treasurer.

### **Submitting Expenses - Check Request / Reimbursement**

For expenses incurred as part of a BSCO supported event or activity, you can submit them for approval / reimbursement by going to:

<https://www.bonnyslopebsco.org/bSCO-check-request-form>.

All requests must be supported by original, itemized receipts or invoices and submitted within 30 days of the incurred expense. **After submitting this form, please email photos of the supporting itemized receipts/invoices (in one email) to [receipts@bonnyslopebsco.org](mailto:receipts@bonnyslopebsco.org). Include your full name in the email.** Checks will be mailed to the address indicated in the form approximately two weeks after receiving this form and the supporting receipts/invoices.

## **From The Beaverton School District**

### **Volunteer Confidentiality Policy**

As stated in the Beaverton School District Volunteer Handbook:

“Volunteers must protect the teachers’ and students’ right to privacy. You may not disclose school affairs or personal matters which have come to your attention. Discuss student problems or concerns only with the teacher or staff member with whom you are working; discuss other concerns with the teacher or principal.”

By following the above confidentiality policy, volunteers will help meet an important Beaverton School District priority:

“Staff, students, parents and other community members shall contribute to maintaining the school as a safe, secure and positive center for learning.”

### **Dependability and Punctuality**

**Students, teachers, and staff members rely on the services performed by volunteers.** We ask that you contact the school if you are unable to volunteer on your scheduled day. Arrive ahead of time for your volunteer service.

## **Maintaining Appropriate Boundaries**

**It is important that EVERYONE take an active role in helping to ensure a SAFE and HEALTHY environment for students.**

Appropriate interactions with adults create a safe environment for students to learn, grow, seek help in problem solving and develop social skills. Volunteers play a key role in creating and maintaining this environment.

**Tips for volunteers to maintain appropriate boundaries:**

- Focus conversations on academics, school events and school activities. Refer personal issues to the school administrator, counselor or classroom teacher; refrain from making comments that have sexual undertones.
- Stay in a group or a public part of the school; avoid being alone with a student.
- Treat all students fairly and equally; avoid favoritism such as special privileges or gifts.
- Limit interactions to the school environment; don't meet with students outside of school or communicate with students electronically (text messaging, social networking sites, email, etc.).
- Maintain personal space and reasonable eye contact.
- Be cautious about physical contact with students; contact including but not limited to: lap sitting, tickling, frontal hugs and shoulder massages are not appropriate.

Each situation and each child is unique, so please contact the school administrator, counselor or classroom teacher if you have any questions or concerns.

Or please call Volunteer Services at 503-591-4443 or Public Safety at 503-591-1911.