

BCS Office Volunteers Are Needed

We are looking for Office Volunteers for the 2011-2012 school year. Volunteers in the office are vital, as they assume the position of receptionist at BCS. The office is the center of much activity, and as a volunteer, you will have the privilege to assist students, parents, staff and visitors. Current volunteers have indicated that working in the office has provided the best opportunity to really get to know how things work at BCS.

The volunteer receptionist handles the front desk requests and assists with projects as time allows. As a proud BCS representative, some activities you may perform include:

- Helping students with their questions or needs
- Calling students to the office when they are being signed out
- Providing band-aids and ice to students who are injured
- Delivering forgotten items and notes from home to the classroom
- Verifying identification of adults upon student pick-up
- Copying, collating and distributing documents
- Assisting staff with projects

A training session is held before school begins so volunteers feel comfortable in the office environment. Lunch is provided at the training session.

If you have time available on a weekly, bi-weekly, or other basis, please contact **Kathy Barnas** at (248) 227-1083 kathybarnas@comcast.net. Time slots are available Monday through Friday, with preferred shifts being 8:00am to 12pm, and 12pm to 3:20/4:05pm. If you would like to volunteer at the reception desk but are unsure of a 3-4 hour commitment, please reply with your availability and we can be creative with the schedule.

Please return the bottom portion to the BCS office, email kathybarnas@comcast.net, or call **Kathy Barnas** at (248) 227-1083. Don't delay...scheduling is underway!!!

YES, I WOULD LIKE TO VOLUNTEER IN THE BCS OFFICE

Name _____ Phone _____ Email _____

Day(s) available: Monday Tuesday Wednesday Thursday Friday

I would like to volunteer (Check all that apply)

- Weekly at the reception desk
- Every other week at the reception desk
- Once monthly at the reception desk
- Other, please explain

Time slot preferred (check preference)

- Mornings 8:00 to 12
- Afternoons 12 to 3:20 or 4:05 (please circle ending time)
- Other, please explain