

## **BHS PTSO Volunteer Descriptions and Event Explanations**

**Miss BHS** – This two-day pageant is our primary fundraiser. It is scheduled for September 16 and 18, 2010. Opportunities for service include hospitality for the contestants and judges, host/hostess functions, program preparation, and solicitation of gifts for contestants and those involved.

**PTSO Meetings** – The BHS PTSO meets on the second Monday of each month at 11:30 AM. A light lunch is provided for all attendees; therefore, we need volunteers to provide lunch items. Please choose a date that you would be able to help, but join us for all the meetings!

**Hospitality** – This committee plans and provides food and treats for the teachers throughout the year, usually once a month. We need volunteers to setup and serve at the events, and to provide baked or store-bought goods. We welcome monetary donations as well to help defray the cost of items purchased for each event. Our hospitality committee may also be called upon to serve refreshments at other special school events.

**College Fair** – The PTSO provides snacks for college recruiters during their visit in September. Volunteers may be needed to help set up and serve.

**Conference Days** – The PTSO provides a meal to teachers on one of the scheduled conference days in both October and March. Workers are needed at BHS to help set up the food and serve teachers. Food donations are also needed.

**After Prom** – Held after the Junior/Senior Prom on April 16, 2011, this is a way to extend the fun and excitement of Prom night in a safe, alcohol-free environment. Volunteers solicit community donations for prizes and money, and help oversee the project with student input.

**Teacher Appreciation** – We need a group of people to coordinate events for Teacher Appreciation Week, which is held during the first week in May. This includes special treats and activities.

**EOC Exams** – PTSO volunteers are needed at BHS to hand out snacks and drinks to students taking end-of-course exams at BHS (approximately 1.5 hours each day). Exams are scheduled in January, March, April, and May. Snack donations may also be needed.

**Local Scholarship Awards Program** – PTSO volunteers are needed at BHS to help organize the scholarship applications and the flow of the awards night, which will be held in May 2011.

**Office Assistance** – At different times throughout the year, the front office may need help handing out schedules, answering phones, or with general office tasks. The Scholarship Office uses volunteers to sort applications, and the counseling office may need help during testing and/or CAP conferences.

**Library Assistance** – Throughout the year, the library staff may need volunteers to help shelve books, and to label, catalog, and cover books.

**Teacher Support** – Throughout the year, we may also assist teachers by making copies, laminating and cutting out classroom aids, or other tasks the teachers need help with. Boxes will be placed in the north and south offices so they can leave work for parents to assist in completing.

**Textbook Checkout** – Parents are needed to help make sure textbooks are checked out and distributed to all classes properly. They will assist the librarians and teachers in this task.

**Screenings** – All screenings are supervised by the school nurse, but she may need help making sure the students are moving through the screening in an orderly fashion and organizing the paperwork.