



LES/BCI Volunteer Orientation Breakfast August 28, 2024

*PLEASE SIGN IN ON THE SHEET AT YOUR
TABLE.

Presented by Momo Yamakawa and
Katrina Ventola (Volunteer Coordinators)



Welcome by Principals

Mrs. Buckman - BCI Principal

Mrs. Montez - LES Principal

Volunteer Opportunities

Ongoing Opportunities

LES Cafeteria
LES Media Center
BCI Media Center
LES Copy Angel
BCI Copy Angel
Bait Shop
Beacon Store (google form from the school)
LES Arrival or Dismissal Assistance

Events

Fun fair (10/25)
TSAW Holiday Week (December)
TSAW – Teacher Staff Appreciation Week (May)
Sweetheart Dance (2/1)
Boys Night Out (4/11)

One-Time Opportunities

LES/BCI Book Fairs
LES/BCI School Pictures
LES/BCI Field Days (google form from the school)
BCI Monster Dash (google form from the school)

Volunteer

Do's

- ▶ Bring your identification
- ▶ Sign in and sign out in front office on paper and computer.
- ▶ Dress appropriately
- ▶ Wear visitor badge where it is visible on campus at all times
- ▶ Remain in assigned volunteer area
- ▶ Contact Katrina/Momo if you cannot make your assigned slot
- ▶ Stay home if you are not feeling well!
- ▶ Notify a staff member if a child complains of illness or injury.
- ▶ Be a positive role model for students!
- ▶ Be aware of safety procedures.
- ▶ Ask questions!

Volunteer

Do Nots

- ▶ Bring siblings.
- ▶ Assume responsibility for the discipline of students this includes verbal reprimands about a child's behavior.
- ▶ Administer medications to students.
- ▶ Be left alone with students.
- ▶ Discuss student's performance with anyone.
- ▶ Leave the area you are assigned to.
- ▶ Distribute food to students.
- ▶ Take videos & pictures of students.
- ▶ Make assumptions! Ask!

How to become a volunteer

- ▶ Scan QR code
- ▶ Fill out all fields of PTO volunteer survey
- ▶ Fill in the Raptor Form before coming to volunteer (see future slide)
- ▶ Be sure to bring your ID.
- ▶ You will be contacted by one of the Volunteer Coordinators to begin!

PTO Volunteer
Survey



Raptor System

Before coming to volunteer your first time, please fill out this form in the Raptor system. This will expedite the process. You will still need a valid I.D. to enter the schools each time.

Raptor Form





Volunteer Sign-up Sheet



Feel free to send us an email
with any questions:
Volunteers@jupiterpto.com



Thank you for
volunteering!