

EBCS Parent Volunteer Policy

The parent volunteer requirements are

TWO (**FIVE** for families with 2 or more children registered at the school) volunteer opportunities outside of the classroom (traffic/safety, food, academic contest, culture classes, registration, etc.)

And

TWO volunteer opportunities inside the classroom (teacher's helper-help setup, make copies, correct homework, etc.). If your child's teacher does not require inside classroom help, you may fulfill this volunteer requirement outside, such that the total outside volunteer is **FOUR** (**SEVEN** for families with 2 or more children registered at the school).

The following positions are available weekly and will satisfy one session each time.

1) FOOD VOLUNTEER – Bring a food item from the preapproved list to satisfy one volunteer requirement.

Food approved list 預先批准食物名單

- Small tray of (chow mein/chow fun/fried rice)
- 小托盤 (炒麵/炒粉/炒飯)
- 30 pieces or more of (chicken wings/egg rolls/potstickers/tea leaf eggs)
- 30件以上的 (雞翅/蛋捲/鍋貼/茶葉雞蛋)

2) TRAFFIC/SAFETY VOLUNTEER- We are combining the traffic and safety volunteer position moving forward. There will be 3 positions for Traffic/Safety Volunteer each Saturday. The expectations are:

TRAFFIC/SAFETY VOLUNTEER- Please be here promptly at 8:35 am to help setup traffic flow using cones and assist drivers in following the traffic flow. Ensure that the area by basketball courts are zoned off so no cars are parked there (refer to parking maps below).

- 1 volunteer should be at the car entrance gates to help direct cars coming in/going out.
- 1 volunteer should direct and assist drivers into parking spots per the mapped layout.
- 1 volunteer should assist and monitor the drop off spot and ensure kids are able to safely get across parking lot to class.

All 3 volunteers are expected to patrol the school grounds during class. Walk around the school surrounding to make sure that there's no stranger that does not belong there. Safety is our

concern so report any misconduct or stranger to Board Members in the cafeteria. During recess, monitor the safety of the students on the playground.

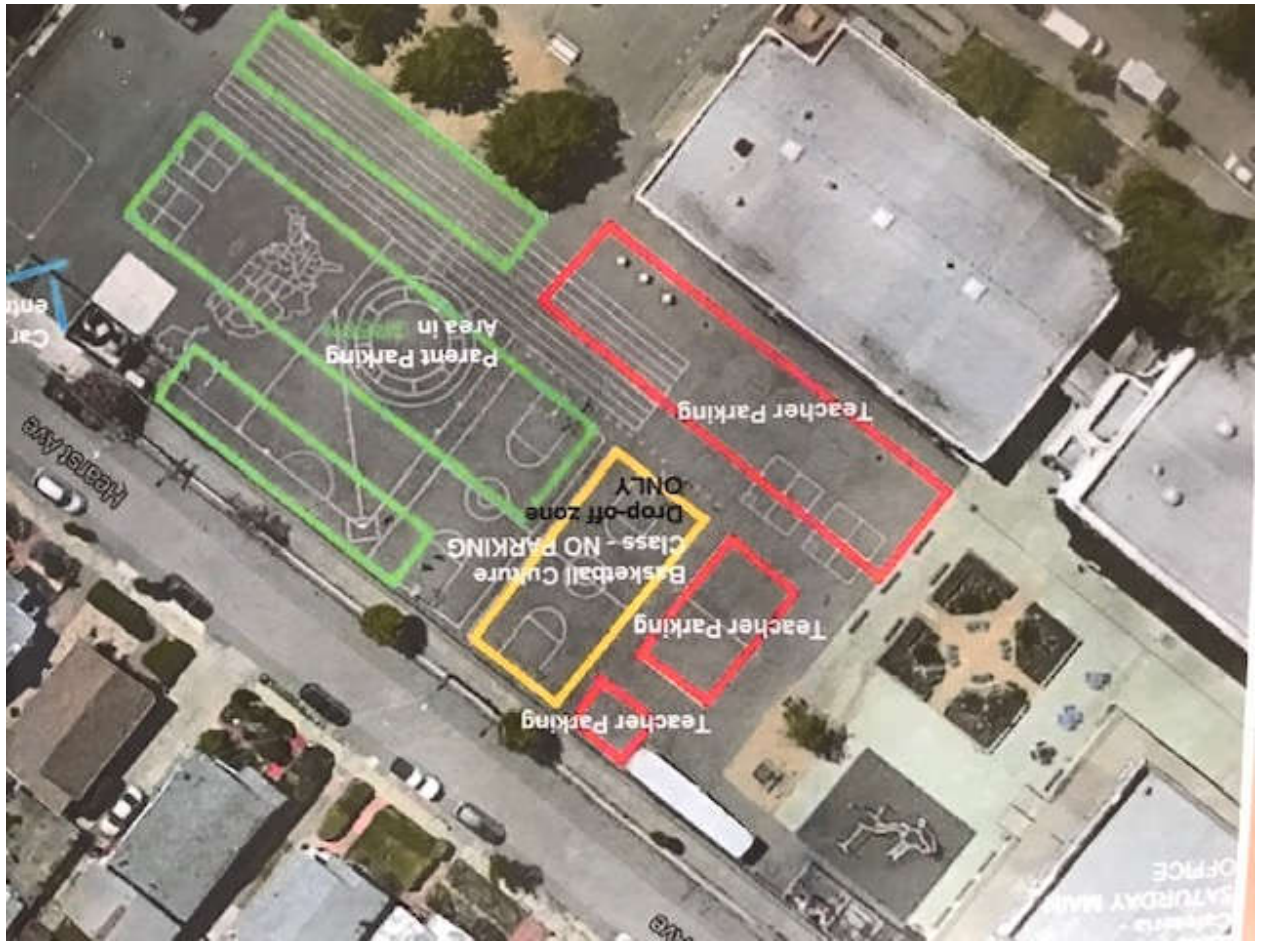
For the bell ringing responsibility, each volunteer can take turn covering a period/recess block or agree to have a designated volunteer handle the bell ringing for all 3 periods. Note, that person(s) will still need to perform all of the above duties when not actively ringing the bell.

Bell Ring Schedule

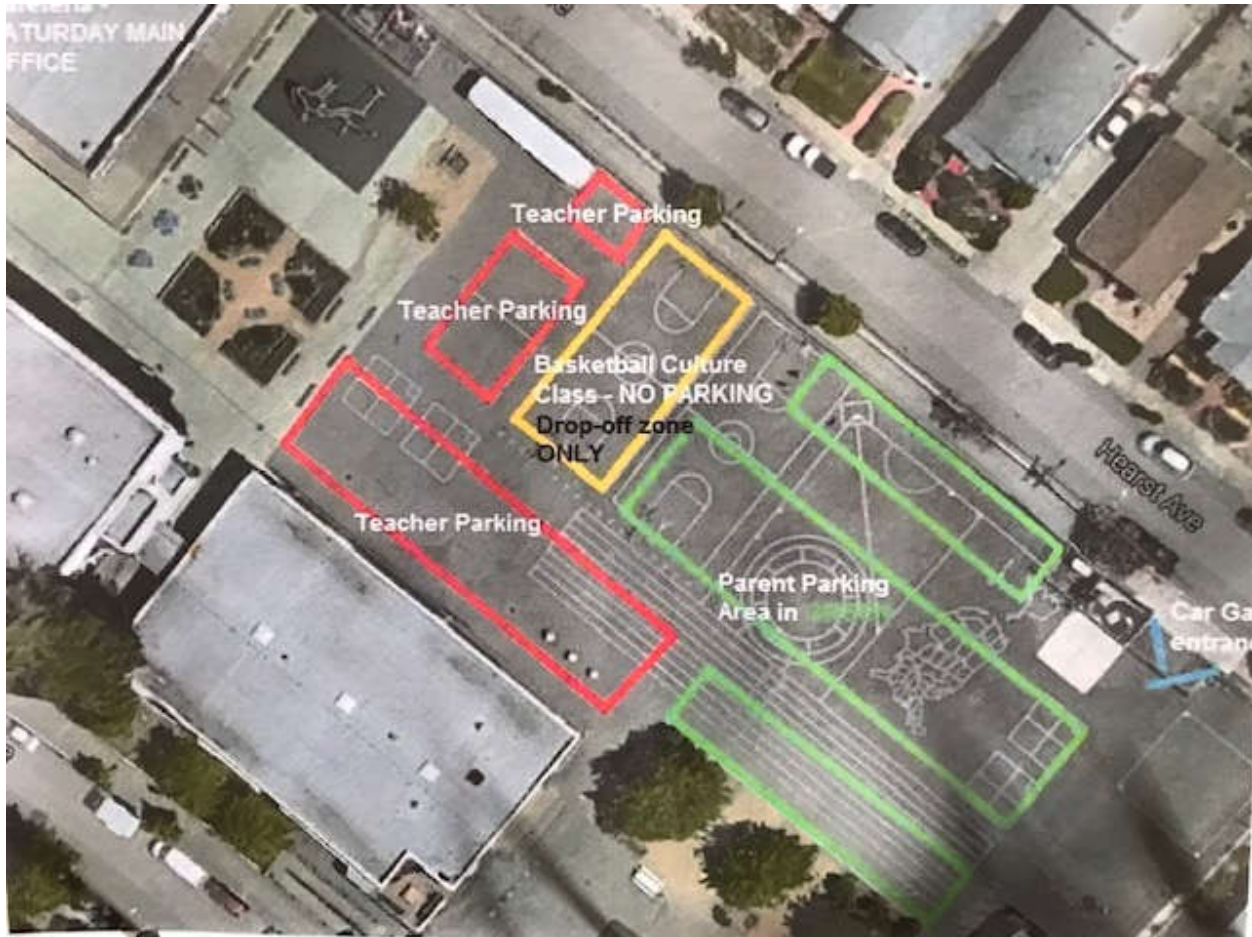
1st period	9:00-9:50 am
Recess	9:50-10:00 am
2nd period	10:00-10:50 am
Recess	10:50-11:00 am
3rd period	11:00-11:50 am
Dismissal	11:50-12:00 pm
4 th /Cultural period	12:00-12:50 pm

Bell ringing at the end of 4th/cultural period is not required. Your shift ends ~**12:10 pm** after majority of cars from the end of instructional 3rd period has ended.

Parking map view #1 – Note the area where no-parking should be zoned out (Yellow box).



Parking map view #2 – Note the area where no-parking should be zoned out (Yellow box).



The following positions will satisfy ALL the FOUR (or SEVEN) volunteer sessions for the year.

TRAFFIC/SAFETY SUPERVISOR (2 positions open as co-leads): The traffic supervisors (co-leads) will be in charge of preparing/directing/monitoring the weekly traffic volunteers to make sure that traffic flows in the parking lot. As co-leads, they should coordinate to ensure one of them are present each Sat.

PTA (2 positions open as co-leads): The PTA is responsible for selling the food during recess. The proceeds from the food sales will be used for the Chinese New Year's Celebration, including a red envelope for the students and a gift goodie bag.

PAYROLL and ACCOUNTING (1 or 2 person)

REGISTRATION LEAD: Handles the registration that happens 3 weeks in May and 3 weeks in Sept. This includes collecting the registration forms, waivers and tuition payments.

CULTURE CLASS PROGRAM LEAD: Helps register culture class enrollment at the end and beginning of the school year (same schedule as class registration - 3 weeks in May and 3 weeks in Sept)

CHINESE NEW YEAR CELEBRATION/CARNIVAL: Plan for Chinese New Celebration and the end of year carnival (sometimes it's on the same day, other times it's different)

ACADEMIC CONTEST LEAD: Will be in charge of distributing information to teachers in classroom, email & website announcements. Will help with November signup, get practice samples ready for registered contestants, plan and purchase trophy awards, award the winners with the principal (early February), and notify our school community the winners of the contest.

Potential Additional Volunteer Opportunities – The below opportunities will be counted as 1 outside volunteer session for each Sat that you assist. Please contact respective committee lead if interested.

ENROLLMENT REGISTRATION VOLUNTEER – (3 weeks in May and 3 weeks in September) help with enrollment registration – assist staff with enrollment paperwork and aid parents in completing enrollment forms. Please contact enrollment lead if interested in this volunteer opportunity.

CHINESE NEW YEAR VOLUNTEER – (approximately 3 weeks in late January/early February) assist with the purchase of materials, package gifts for students, distribute gifts to classroom. Please contact committee lead if interested in this volunteer opportunity

ACADEMIC CONTEST REGISTRATION VOLUNTEER – (3 weeks in November & late January/early February): will assist with sign-up & compilation of contestant. Sign up will take place in Nov for 3 weeks. Help with contest execution in Jan/Feb. Please contact academic lead, if interested in this volunteer opportunity.