



SOUTHRIDGE

Wednesday

OCTOBER 24, 2018
ISSUE #08

Weekly Voice

Supporting the Southridge 'Wish List' at 'The Heart of Us' Gala

For many of us, the annual gala is our favourite event of the year. Not only is it an opportunity to get dressed up for a night out (a rare treat for some of us), but it's a fun way to support Southridge and our students - who are the 'heart of us'.

This year, in particular, proceeds from the gala will fund some important items from our 'wish list'. Each year, as part of the budgeting process at Southridge, we ask our faculty and staff to submit capital, operational, and wish list or 'love to have' items for budget consideration. All requests are reviewed and many are ultimately funded from tuition revenue. However, requests nearly always exceed available funds, so items that are cut are added to the wish list. These are the items that are often selected as fundraising projects for the year.

As you will read below and on the {gala website}, new furniture for our students and classrooms are at the top of the gala projects this year. Although they may have been only 'love to have' requests, they are definitely at the very top of our teachers' wish lists. In speaking with some of our Junior School teachers, they have their fingers (and toes) crossed that we raise the funds we need to make these purchases a reality. New furnishings will literally allow them more opportunity for creativity and flexibility in their classrooms and the overall learning environment.

In fact, every item on this year's list will be used on a daily basis by the vast majority of our students. By supporting *The Heart of Us Gala* through purchasing {tickets}, {sponsoring}, {volunteering}, and/or {donating an auction item}, you are helping us to make the 'wish list' a reality.

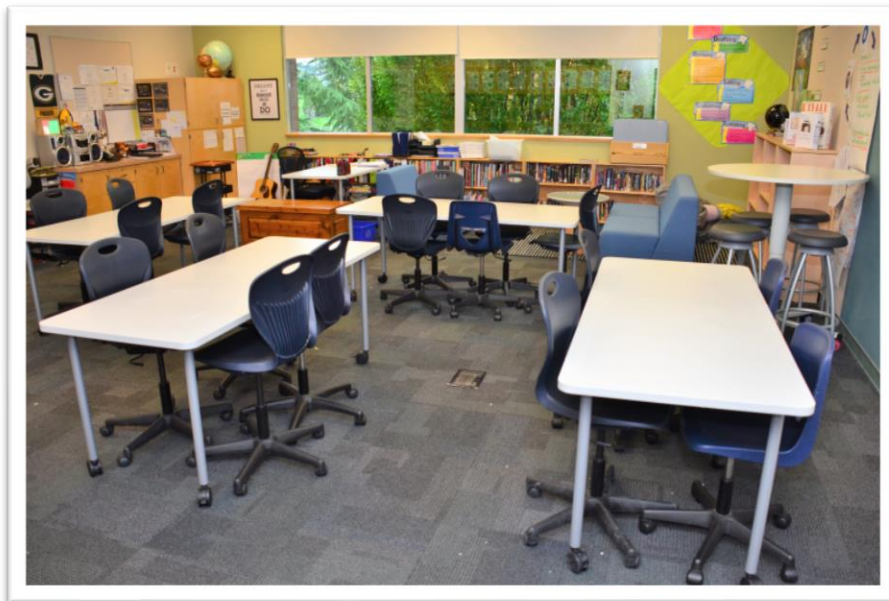
Thank you to everyone who has already bought their ticket or submitted their auction and sponsorship forms. I already know it's going to be an amazing night thanks to you!

See you on November 17!

Christiane Hodson
Director of Advancement

Gala “Wish List”

- **Grade 4 Classroom Furniture** – The new and unique furniture that was purchased for our Grade 5 and 6 classrooms from last year’s gala revenue has been very well received by teachers and students alike. With your generous support of the gala, we will be able to transform both Grade 4 classrooms through the purchase of adjustable height tables, flexible chairs and other furnishings.
- **Alan Brown Great Hall Furniture** – Our Senior School students are always on the look-out for somewhere to gather socially or to work on group projects. The Alan Brown Great Hall is the perfect place to add several additional ‘pods’ of flexible furnishings for this purpose. Our Senior School students will be so grateful!
- **Café Renovations and Equipment** – Over the summer, the Southridge Café was transformed into a beautiful space to accommodate our new food services partner, SAGE Dining Services. The purchase of additional equipment (like an industrial mixer for the delicious goods that are baked from scratch every day) would be a welcome addition to our Café.
- **PYP Furniture** – Our primary years' teachers are excited to trial new furnishings for their classrooms and students. Gala revenue will be used this year to purchase furniture for our youngest students in preparation for full replacement in the future.



New furniture in the Grade 5 classroom

Important Dates

Event	Date	Time	Location
Full School Assembly	Thursday, October 25	9:30 am	Both Schools
Professional Development Day	Friday, October 26	All Day	Both Schools
Half-term Holiday	Monday, October 29	All Day	Both Schools
Junior School Pumpkin Day	Tuesday, October 30		Junior School
Special Halloween Assembly	Wednesday, October 31	8:10 am	Junior School Great Hall
Senior School Spirit Assembly	Wednesday, October 31	8:30 am	Senior Gym
Senior School Jazz Retreat	Thursday, November 1-3		Senior School
Poppy Sale Begins	Thursday, November 1		Junior School
Senior School Assembly	Monday, November 5	8:40 am	Senior School
Southridge School Annual General Meeting	Tuesday, November 6	7:00 pm	Alan Brown Great Hall
Cancelled: Jr Assembly	Wednesday, November 7		Junior School
Junior School Early Dismissal	Wednesday, November 7	11:45 am	Junior School
Junior School Learning Conferences	Wednesday, November 7	1:00 pm	Junior School
AuWH - Auditions with Coffee House	Wednesday, November 7	6:00 pm	Alan Brown Great Hall
Senior School Open House	Thursday, November 8	6:00 pm	Senior Gym
Full School Remembrance Ceremony	Friday, November 9	10:15 am	Senior Gym
Remembrance Day (Observed)	Monday, November 12	All Day	Both Schools
MYP Assembly	Tuesday, November 13	8:10 am	Junior School Great Hall
Junior School Weekly Assembly	Wednesday, November 14	8:10 am	Junior School Great Hall
Senior School Early Dismissal	Wednesday, November 14	12:30 pm	Senior School
Senior School Parent-Teacher Interviews	Wednesday, November 14	1:30 pm	Senior School
"The Heart of Us" Annual Gala	Saturday, November 17	5:30 pm	Senior School Gym

Junior School News

Cannabis Legalization and Impacts for Southridge

On October 17th, federal legislation came into force in Canada legalizing recreational cannabis while controlling and regulating its production, distribution and sale. The legislation also implemented a new comprehensive public health approach that will be more effective in protecting youth.

Even after legalization, cannabis is still considered a drug and our school policies still prohibit students from using/consuming recreational drugs and alcohol while enrolled in our program, regardless of their age. Although there is some debate about the addictiveness and risks of cannabis use, legalization will not change the conversation with our students, since the impact and possible consequences of using it remain the same.

Besides the limitations of cannabis use based on our own school policies, it is, in fact, illegal to smoke or vape tobacco or cannabis on school property. Smoking or vaping tobacco or cannabis is also illegal on playgrounds, sports field, skate parks and other places where children and youth spend time. In effect, and for all intents and purposes, Southridge is a cannabis free campus.

Reunification Password

Please note that a **reunification password sticker** has been placed inside the front cover of your child's Prep Book. Please take a photo of this sticker and save it to your phone, or write it down and keep it in your wallet. You can also share this password with your emergency contact should they need to pick up your child in your place. Should an emergency evacuation of the school be required (drill or unplanned), the password, which consists of your child's house name and student number, will be **required** in order for your child to be released to you or their designated caregiver.

While the school does run reunification drills to help students, faculty and families enact the systems that the school will endeavour to put in place to ensure that each student is safely reunited with their family, we also recognize that should a catastrophic event occur, we may not be in a position to run things with the same level of detail that we do during a staged reunification drill. It is therefore critical that you know this password.

In the event of a real emergency school closure and evacuation, you will be notified via text message, and faculty and staff will provide direction once you arrive at the campus.

Important Winter Uniform Reminders

Please ensure that your child's uniform is worn to the specifications as outlined in their Prep Book (pages 10-11). Please be mindful of the following expectations now that we have transitioned to the Winter Uniform and the weather is getting cooler:

- When wearing the tunic or kilt, plain black footed tights are permitted; decorative leotards and footless leggings are not appropriate
- Shoes must be polishable leather– canvas, suede, and other fabrics are not appropriate for shoe uppers; soles of shoes must be completely black
- The Southridge fleece is not a formal part of the JS uniform – it is only to be used as optional outerwear
- For students who wear PE strip to school – on chilly days the track pants and jacket (required items for all students) can be worn as their PE uniform, or over their shorts and t-shirt. If your child needs an extra layer beyond that, they may wear their green sweater.
- Students must wear their green sweater (or blazers) for Wednesday assemblies and Full School assemblies
- The school tie is worn daily with the white button-down dress shirt
- Hair accessories should be modest and in a school colour

Thank you for your support with ensuring students are adhering to uniform expectations on a daily basis.

Full School Assembly- Thursday, October 25 @ 9:30 am

Please join us in our Senior School gymnasium for our second full school assembly of the year, led by Mr. Stephens, Dilly Kooner, and Jaden Sanghe. Our Grade 7 Term 1 Ambassador's and House Captains will receive their leadership pins at this assembly. Please note that there is **no** Junior School Assembly on Wednesday, October 24.

Pro-D Day and Half Term Holiday

Friday, October 26 is a Southridge professional development day. Faculty will be involved in in-school workshops throughout the day. School is not in session for students on this

day, and school will also be closed on Monday, October 29 for the half-term holiday. Enjoy the 4 day weekend!

Halloween in the Junior School – keeping it fun and safe for everyone

We are looking forward to our annual Halloween festivities in the Junior School. Students are invited to bring a carved/decorated pumpkin to display on Tuesday, October 30. All pumpkins need to be taken home on Wednesday, October 31.

We will have our special Halloween assembly on Wednesday, October 31. Students are invited to dress up for Halloween. Please ensure that your child selects a costume that is engaging and appropriate. Scary or gory costumes, weapons (even 'fake' weapons such as sickles, axes), and other scary items that may accompany costumes are not permitted to be a part of any costume worn to school. Scary masks (e.g. monsters, masks with blood that drips through them) are also best left for evening festivities.

Thank you in advance for your cooperation in helping to keep our Halloween festivities fun, safe and inclusive, especially for our youngest Junior School students.

Fall Learning Conferences - Wednesday, November 7 11:45 am Dismissal - SAVE THE DATE!

Parents, please mark your calendars for the upcoming Fall Learning Conferences on **Wednesday, November 7 from 1:00 pm to 8:00 pm**. Students will be dismissed at 11:45 am. You will be able to schedule your interview appointments using 'Pick a Time' soon - stay tuned for a link that will be emailed directly to you along with sign up information. Please sign up early, as spaces do fill quickly.

The purpose of the Fall Learning Conference is to provide you with anecdotal feedback about your child's progress, strengths, areas for improvement, and next steps for this point in the school year. Grade 5-7 conferences will also provide parents with the opportunity to view and discuss the specific goals their child has chosen to work on this year. Students in Kindergarten through Grade 5 do not attend this Learning Conference with their parents. Students in Grades 6 and 7 are expected to attend this Learning Conference with their parent(s).

Fall Learning Conference Format

- **Kindergarten:** 1 - 20 minute interview with the homeroom teacher. The homeroom teacher will provide information on behalf of the PE, Music, and French specialist teachers.
- **Grades 1-4:** 1 - 20 minute time slot with the core subject teacher; optional 10 minute time slots available to meet with specialist teachers (French, PE, Art and Music).
- **Grades 5-7:** 1 - 20 minute interview with both of your child's homeroom teachers. The homeroom teachers will provide information on behalf of all MYP subject teachers.

Calling all Pumpkins! October 30-31

In the spirit of Halloween, bring in your decorated and carved jack-o'lanterns on the morning of Tuesday, October 30th. Make them funny, cute, strange, or even a little bit scary! Be creative! Each decorated and carved pumpkin will be worth five house points. Grades K, 1, 2, 3 can bring their pumpkins to the Great Hall, and Grades 4, 5, 6, and 7 can bring them to the upstairs hallway. Paper and pens will be available to label your pumpkin with your name, grade, and house team. Show your Halloween and school spirit by bringing in a special jack-o'lantern! *Go Chinooks, Go Ravens, Go Hawks, and Go Otters!*

Please remember ALL pumpkins must go home on the afternoon of Wednesday, October 31st.

Ms. Redies & Ms. Janzen
Junior School Visual Arts

Senior School News

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Senior School Book Fair

On November 5th from 8:00 am - 3:30 pm the Senior School Library will be hosting Black Bond Books for a book fair. There will be a wide range of books to choose from and students and parents are invited to come in and peruse the titles. Students will have the ability to charge books to their accounts, but cash and cards will also be accepted. This is a great opportunity to cross off some names as we begin the gift-giving season!

Halloween for Hunger

This year I am organizing Halloween for Hunger, a student run initiative where we gather canned foods and non-perishables for local food banks. Originally, students would go out trick or treating on Halloween, and in lieu of candy would ask for canned foods. Instead, students can drop off their canned goods at the front doors by the reception, in their designated house boxes (Hurricane, Lightning, Thunder, and Blizzard.)

Last year, we teamed up with Ocean Park Ford and decided to participate in a competition amongst local schools for which school could bring the most canned goods. We were

able to surpass everyone and accumulate 1,200 pounds of food, and help out hundreds of people, and we plan to do the same this year! Halloween for Hunger is a great initiative that has the ability to help lots of people - so bring your spare cans and non-perishables to the boxes by the front desk any time between the 16th - 31st of October.

Thank you,

Sabrina Redies
Grade 12

Apex Ski Trip: January 25 – 27

This is a 2-day Discover Canada Tours (DCT) ski/board trip to Apex Ski Resort, British Columbia. Students, teacher chaperons, and Discover Canada tour guides will be staying on mountain at the Apex Mountain Inn.

PACKAGE INCLUDES:

- Return transportation on a comfortable coach to/from Southridge School with a safety video, prizes and giveaways on the coach
- 2 night's accommodation at the Apex Mountain Inn
- 2 day lift ticket at Apex
- 2 breakfasts and 1 dinner on Saturday night
- Bonfire, hot chocolate and tube park on the Saturday night

The cost is \$535.

Forms can be picked up from Ms. Szymczak are due by Nov 23

2020 Cuba Girls Volleyball Tour

The Volleyball program is pleased to announce our next training tour that will be happening during Spring Break 2020. There will be an information session in the evening of **November 5th from 5:30 to 6:00 pm in the Senior School Library** for players and parents.

The tour is open to all volleyball players who will be in Grade 8-12 at the time of the tour. The volleyball program has been to Cuba before, in 2016, and had an amazing time training with the

Cuban National coach and players. The trip will consist of training in the mornings and then touring Havana in the afternoons for the 9 day tour.

If you are interested in being part of this trip, there will be a \$1,000 deposit due by November 15th (cheque payable to Southridge School, memo: Cuba Volleyball Tour) that can be dropped off at the front desk or to Ms. Mosher.

If you have any questions, please contact Ms. Mosher via email at hmosher@southridge.bc.ca

Thank you!

Ms. H. Mosher

Universities are visiting Southridge!

We are in the middle of the university recruiting visits for the 2019 application process and have had a number of Canadian and U.S. universities visiting the school to conduct information sessions for our Grade 10, 11 & 12 students.

Please note upcoming visits:

- **University of Calgary**, Tuesday, October 30th at 12:45 pm in the University Centre
- **Western University**, Wednesday, October 31st at 7:50 am in the University Centre
- **McGill University**, Monday, November 5th at 7:00 pm in the Alan Brown Great Hall, all students and parents are welcome! Please sign up for a [My McGill](#) Account and click [Register for McGill](#) to confirm a seat at the session
- **University of Toronto**, Friday, November 9th at 12:30 pm in the University Centre

Watch for announcements for visit by the University of Waterloo --- date to be confirmed.

Both Schools

Community Building as we Celebrate our 25th Anniversary

Next school year, Southridge will celebrate our 25th Anniversary! As we move forward, we are looking for more opportunities for our Junior School and Senior school to connect and interact. One great way for students, staff, and faculty to come together is through alignment of our two house systems into one. House celebrations, house buddy groupings, and house assemblies are excellent ways to build community and strengthen our K-12 relationships.

What does the House Alignment Look Like?

We will combine some Junior School house colours with our Senior School house names to have one unified house system across K-12 (JS and SS)

Blizzard	Hurricane	Lightning	Thunder
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Under the unified house system, we will participate in some special events as a full school and other events will continue to be Junior School and Senior School specific.

How will we Transition?

We will have a special community event next September to celebrate our new house system and welcome everyone to our new K-12 aligned houses. There will be more details to come later about this event.

Junior school students will all have a new house in September and will have a chance to say goodbye to the Otters, Ravens, Chinooks and Hawks houses in June. Senior School students will remain part of their existing house but may be sporting a different colour in September. We will continue to keep families together in the same houses.

We Need Student Input!

One way to get involved to help us build a strong, connected K-12 house system is to take part in the logo design contest. We would like to invite all interested students to enter their ideas for logo designs for the new house system. Submit your entries to the Junior School or Senior School reception. The logos for each house will be inspired by the winning concepts, but professional design liberties will be required in order to ensure the final logos are similar in design and aesthetic. The Logo Design Inspiration Contest closes on Tuesday, November 12th, at 8:00 am.

Ms. Graham and Mr. Jones

Sponsor “The Heart of Us” Gala: A great way to give!

Amazed. Inspired. Grateful. That’s how your generosity makes us feel and the organizing committee for **“The Heart of Us” Gala** would like to say a big ‘thank you’ to everyone who has sponsored the event so far! (See full list below).

That said, **we still need your help in reaching our sponsorship goal!** There are many great opportunities available, all of which offer you or your business great exposure and recognition leading up to the gala, as well as on the night of the event.

To find a sponsorship opportunity that is right for you, please [click here](#).

Thank you in advance. Your generous financial support will make the purchase of the capital items on our [‘wish list’](#) possible!

Marquis

- Oriental Pearls

Leadership

- Happy 2022
- The Mao Family

Opportunity

- Hayer Builders Group
- The Hui Family

Inspirational

- Cynthia ZHOU's Family
- The Dolecki Family
- The Lawson Family
- Major & Emma Gu
- PHL Capital Corp.
- The Wang & Yao Family
- The Zhang Family

Patron

The Cai Family
The Dai Family
Peter Lu's Family
The Wong & Chow Family
The Wu & Zhang Family

The Xiao Family
The Yue Family

Supporting

- The French Family

2018 Gala Committee

Volunteers Still Wanted for Gala!

“The Heart of Us” Gala is fast approaching on **Saturday, November 17th**, and it’s going to be a glamorous evening of fun and fundraising! Each year, it takes many helping hands to ensure the event is a success, so **please consider volunteering for one (or more!) of the following positions:**

- Pre-Gala Site Logistics (Thursday, November 15th from 3:00 - 6:00 pm), taping the gym floor and setting up tables – 2 people needed!
- Pre-Gala Set-Up AM (Friday, November 16th from 8:00 am - 12:00 pm), setting guest tables and fine tuning – 9 people still needed!
- Bar Ticket Sales (Saturday, November 17th from 5:30 - 8:30 pm and/or 8:30 - 11:30 pm), selling drink tickets from stations in the gym – 3 people needed!
- Parcel Pick-Up Team (Saturday, November 17th from 9:30 pm - 1:00 am), helping guests pick up items they’ve purchased in the auctions – 9 people needed!

To sign up for a volunteer shift, please [click here.](#)

Many thanks for your amazing contributions, time, and commitment to the Southridge Gala – together, we do great things!

2018 Gala Committee

“The Heart of Us” Gala Needs Your Auction Donations!

The success of this year’s Gala will be due to the incredible dedication of our community in supporting 'the heart of us'. The money we raise that evening will fund the purchase of important capital items and projects at Southridge ([click here](#), for the full list).

SOUTHRIDGE *Wednesday*

OCTOBER 24, 2018
ISSUE #08

As our procurement deadline fast approaches, **we need your support by contributing items for the live or silent auction. The donation deadline is MONDAY, NOVEMBER 5th (only a few weeks away)!!! [Click here](#) for a donation form.**

And here's some additional information, regarding auction donations:

What:

- **Event Tickets** (concert, special events, or game tickets are always a hit)
- **Unique 'One-of-a-kind' Experiences** (think 'outdoor adventure' or 'exclusive meet and greet')
- **Toys or Kids Items** (consider assembling a family 'game night' basket or donate the toy of the season (remember Hatchimals and LOL dolls?!))
- **Gift Cards** (for your favourite restaurants or stores)
- **Electronics** (the newest tech gear and gadgets make great gifts!)
- Any other item you think would be worth bidding on!

When: Sooner is always better! Many volunteer hours are needed to catalogue all the donations, so giving us extra time really helps.

How: Drop off your donation at the Jr. or Sr. School reception during school hours or call and we can arrange pick up. Questions about what to donate? Please contact Rebecca James at 604-542-2301 (she can provide suggestions for items that are needed to complement existing packages).

Why: Our students! Your generous donation affords our children so many opportunities and experiences, and isn't that why we are all part of the Southridge family?

Thank you in advance for your generous support!

2018 Gala Committee

Volunteer Opportunities **Senior School Volunteer Opportunities**

Grade Parent—still needed for Grades 8 and 12!

Senior School Grade Parents assist with recruiting parent volunteers from their child's grade, with planning grade-specific coffee mornings or other events where appropriate and as a contact for other parents in that grade. The time commitment is minimal, and the position is best suited for someone who is a returning Senior School parent. Contact volunteer@southridge.bc.ca for more details.

Uniform Shop

Volunteers are still needed in the Uniform Shop for afternoon shifts once a week on Monday and Wednesday afternoons. Junior and Senior School parents are welcome to volunteer, and training is provided. Contact volunteer@southridge.bc.ca for additional details.

Thank you!

The Volunteer Committee

Human Resources News

The school has been asked by Kelly Bennett to share with you that she will not be returning to Southridge.

Kelly has been a part of the Southridge community since 2000, first and continuing as an alumna parent (Michaela class of 2011) and then as a teacher beginning in 2002. She first joined us in the Junior School as a Teacher on Call. Since then she has taught several grades and subjects on a full-time basis in both the PYP and MYP divisions, including Kindergarten, Grade 2, Grade 6, and primarily for Grade 5 for the past ten years. Kelly was actively involved in and contributed to the co-curricular life of the school as a sponsor teacher for the Grade 6 boys basketball team, an MYP special events chaperone, and Speech Arts Club sponsor teacher. Kelly's ability to form strong relationships with her students and their families is one of her greatest strengths, and she always displayed a strong commitment to her students, impacting them in many positive ways. Kelly thoroughly enjoyed working with her colleagues and developed many close relationships during her time at Southridge.

We would like to thank Kelly for her contributions to Southridge and we wish her all the best.

Southridge Café

Hot Lunch orders for K-3 students can now be placed for the month of November through www.MyKidsSpending.com. **The deadline to order for November is Friday, October 26.**

You are only required to select the main dish. Drink options (milk or spa water) and sides will be available to students on the days they receive hot lunch meals.

For nutritional information regarding the menu items, please visit the [Sage website](#). If there are any dietary concerns, Gary Riemer, Director of Food Services at the Southridge Café, is available to discuss the dietary needs of your child, and he can be reached at sage@southridge.bc.ca.

Please contact Phala Tan for any other questions regarding hot lunch at ptan@southridge.bc.ca.

Thank you!

Uniform Shop News

The Varsity Hoody is available for ordering for students in Grade 10, 11, or 12 and who are on the senior sport teams. Your initials will be embroidered at the back of the hoody. The ordering deadline is Oct 31. Interested students are welcome to come into the Uniform Shop for more information, to try out the sizes, and place your order.

Regular hours are:

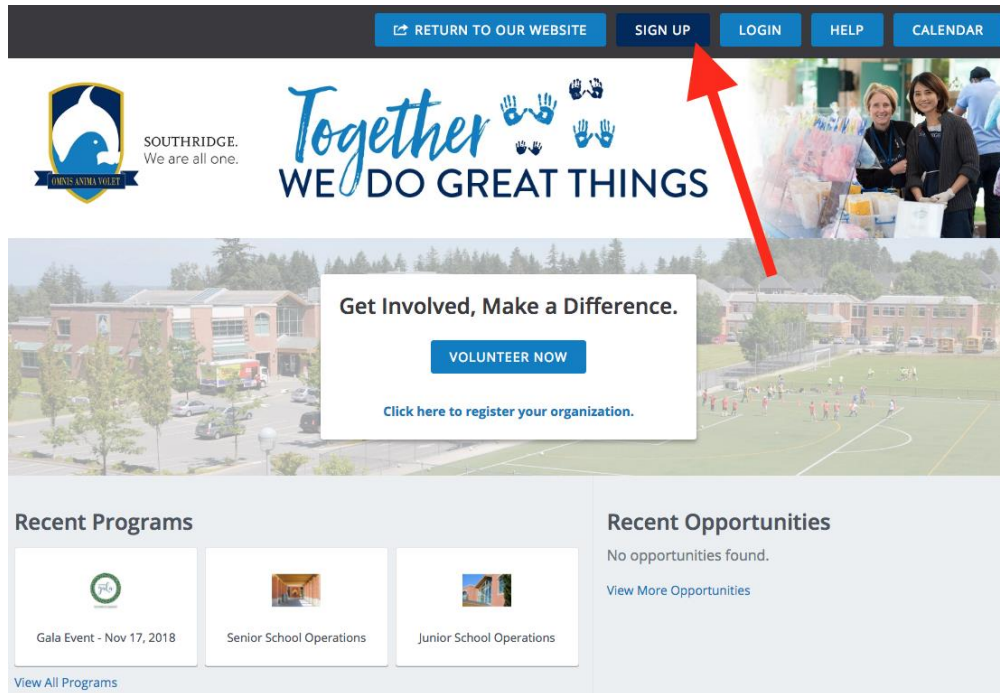
- Monday – Thursday: 7:45 - 9:00 am and 2:00 - 4:00 pm - (On days with late start, we open only in the afternoon.)
- Friday: Closed

Phala Tan
Business Services Manager

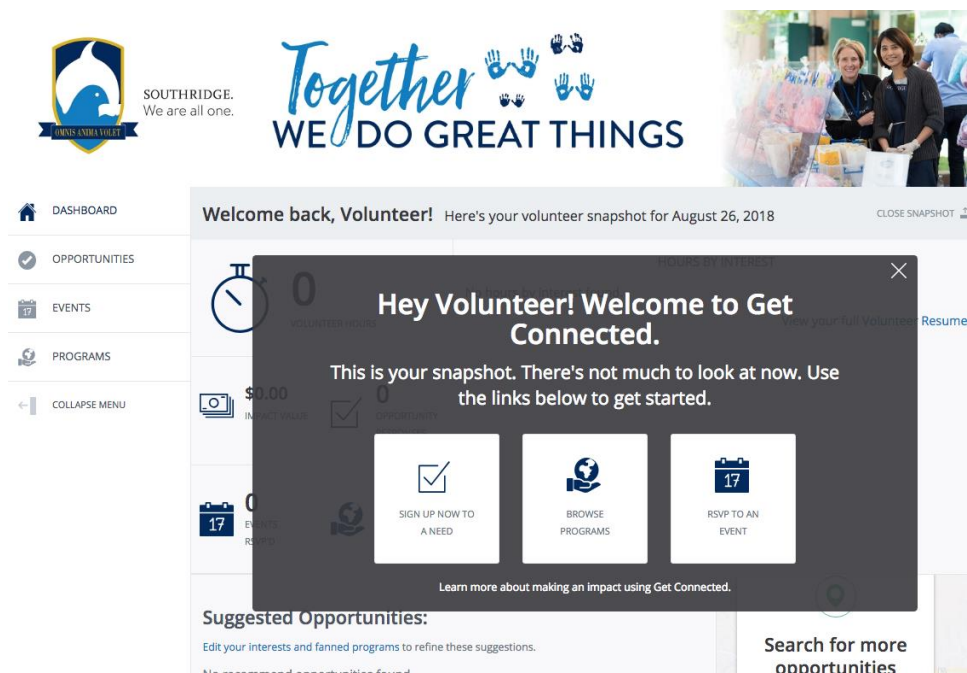
Volunteering at Southridge – Signing up through Galaxy!

STEP 1:

Getting started on the new Southridge Volunteer system is quick and easy! Go to <https://southridgebc.galaxydigital.com>. Click on the “Sign Up” button at the top.

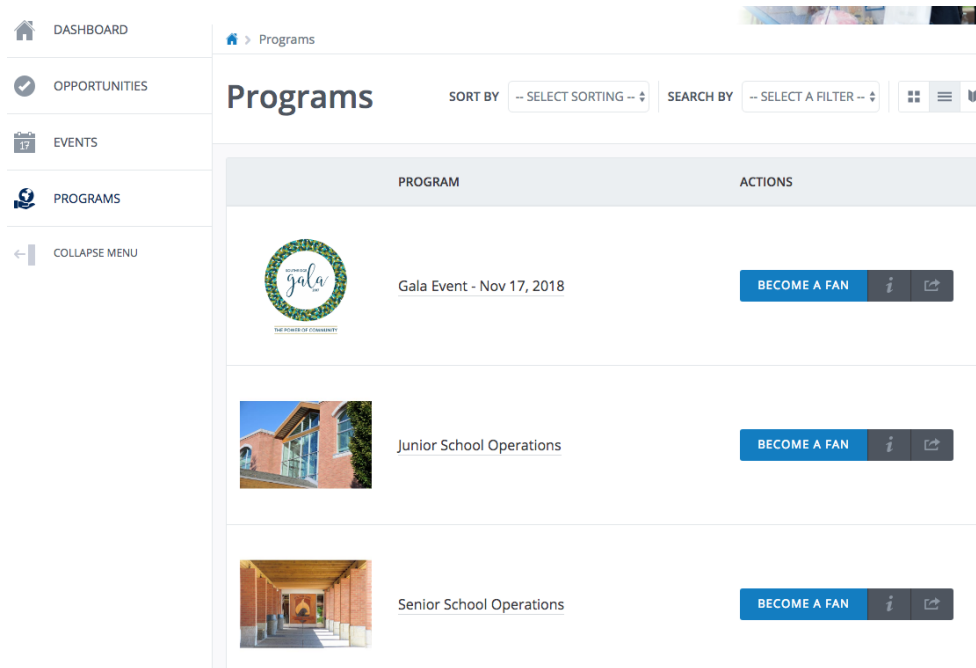


You can create your account with your email, or through your Facebook account. Once you've created your account, you will move to the dashboard:



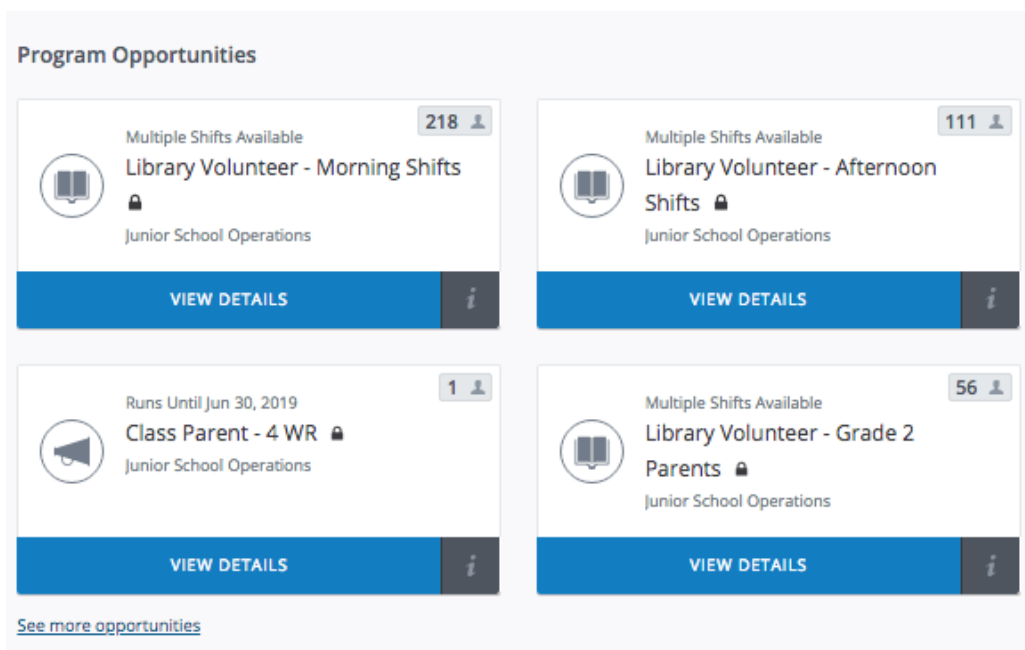
STEP 2:

On the dashboard screen, you can select “Sign up Now to a Need” or “Browse Programs”, both are accessible on the left hand menus as “Opportunities” and “Programs” as well. By selecting “Programs” the volunteer opportunities will automatically be categorized for you.



STEP 3:

Simply select the applicable program, then browse the volunteer needs. Don't forget the “see more opportunities” button if you don't see the volunteer position you are looking for!



STEP 4:

Once you have found the volunteer opportunity you are looking for, click on “View Details”. You can then sign up for a single shift or multiple shifts.

BEGINS	DURATION	OPEN SPOTS	SIGN UP NOW
Sep 6, 2018 @ 8:00am	1.00 hours	2 of 2	SIGN UP NOW INDIVIDUALLY
Sep 7, 2018 @ 8:00am	1.00 hours	2 of 2	SIGN UP NOW INDIVIDUALLY
Sep 10, 2018 @ 8:00am	1.00 hours	2 of 2	SIGN UP NOW INDIVIDUALLY
Sep 11, 2018 @ 8:00am	1.00 hours	2 of 2	SIGN UP NOW INDIVIDUALLY

STEP 5:

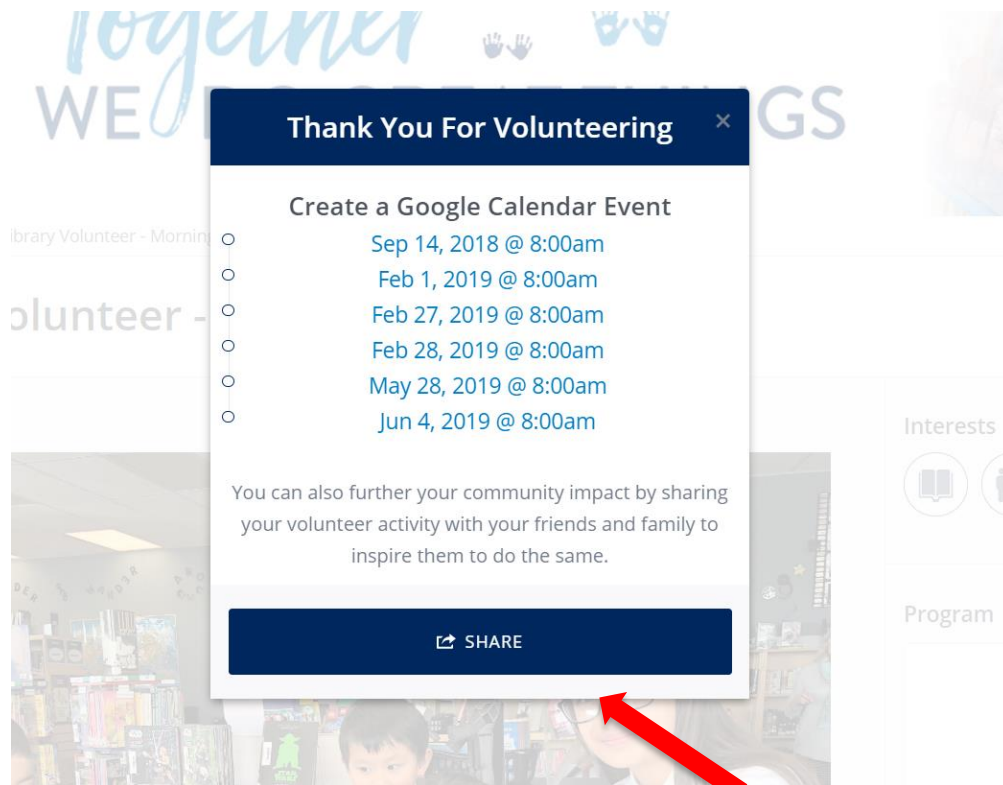
Be sure to click on “Submit Opportunity Response” once you have selected your desired shifts.

Additional Volunteer Information

Notes

[SUBMIT OPPORTUNITY RESPONSE](#) [CANCEL](#)

The system will summarize the opportunities you have selected and may give you the option of adding it to your google calendar (only if you selected a specific shift).



Please do NOT share

You will also be asked to 'Share' this information on social media. This is an automatic feature of the Galaxy system that we cannot turn off. Please **do not** share your volunteering on social media. We really don't want your friends, neighbours or second cousins signing up to serve hot lunch*.

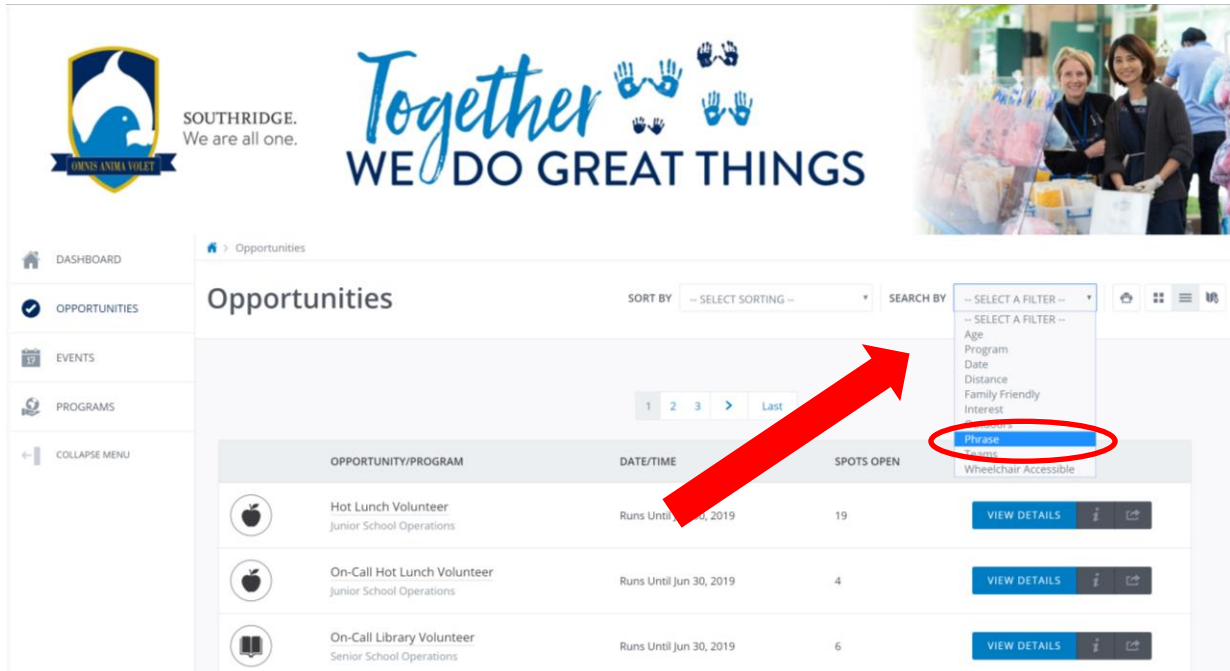
If you have any questions, please contact Sherry Hu at shu@southridge.bc.ca or by phone at 604-542-2303.

*Of course, if a non-parent does sign-up, we won't actually allow them to serve hot lunch. ☺

Volunteering at Southridge – Looking up volunteer opportunities

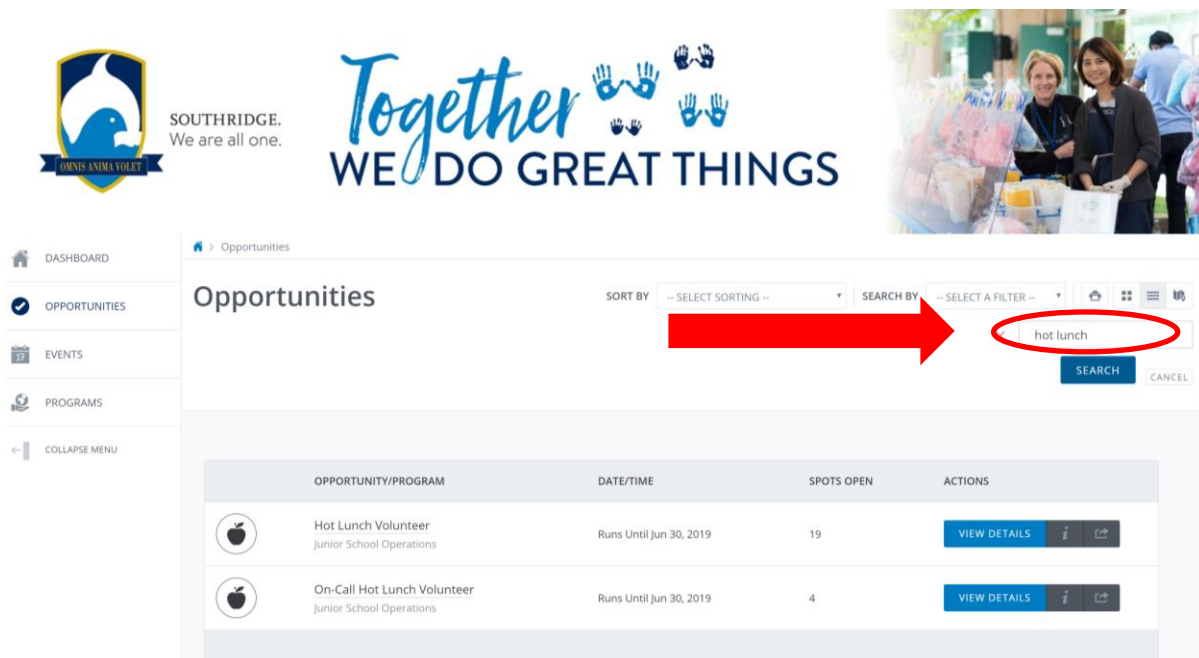
Step 1:

After creating an account and logging in (<https://southridgebc.galaxydigital.com>), click on 'Opportunities'. You can search for a specific opportunity like "hot lunch" or "playground" by selecting 'Phrase' in the 'Search By' list. Type in the key word(s) and any opportunity that includes that word will appear.



The screenshot shows the Southridge Opportunities page. The header features the Southridge logo and the slogan "Together WE DO GREAT THINGS". The left sidebar contains navigation links for Dashboard, Opportunities, Events, Programs, and Collapse Menu. The main content area displays a list of opportunities with columns for Opportunity/Program, Date/Time, Spots Open, and Actions. A red arrow points to the "Search By" dropdown menu, which is open and shows the "Phrase" option selected and circled in red.

OPPORTUNITY/PROGRAM	DATE/TIME	SPOTS OPEN	ACTIONS
Hot Lunch Volunteer Junior School Operations	Runs Until Jun 30, 2019	19	VIEW DETAILS
On-Call Hot Lunch Volunteer Junior School Operations	Runs Until Jun 30, 2019	4	VIEW DETAILS
On-Call Library Volunteer Senior School Operations	Runs Until Jun 30, 2019	6	VIEW DETAILS



The screenshot shows the Southridge Opportunities page with the search results for "hot lunch". The search bar is circled in red, and the results are filtered to show only the "Hot Lunch Volunteer" opportunities. A red arrow points to the search bar.

OPPORTUNITY/PROGRAM	DATE/TIME	SPOTS OPEN	ACTIONS
Hot Lunch Volunteer Junior School Operations	Runs Until Jun 30, 2019	19	VIEW DETAILS
On-Call Hot Lunch Volunteer Junior School Operations	Runs Until Jun 30, 2019	4	VIEW DETAILS

Volunteering at Southridge – Modifying your volunteer schedule

Step 1:

Galaxy has a great calendar feature that you can use to confirm or change your volunteer schedule. To access your calendar, click on your profile photo (or initials) on the top right corner, then select 'Volunteer Schedule' from the drop-down menu.

The screenshot shows the 'Volunteer Schedule' page for September 2018. The page features a sidebar on the left with navigation options: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and COLLAPSE MENU. The main content area displays the calendar for September 2018, with columns for SUN, MON, TUE, WED, THU, FRI, and SAT. A dropdown menu is open in the top right corner, listing options: VIEW PROFILE, EDIT PROFILE, TRACK HOURS, VOLUNTEER SCHEDULE (highlighted in red), QUALIFICATIONS, OPPORTUNITY RESPONSES, MY TEAMS, INBOX, and LOGOUT. In the calendar, the date 17th is circled in red, showing a green checkmark and the text 'Senior School Library'. The date 28th also shows a green checkmark and the text 'Senior School Library'.

Step 2:

From the calendar view, click on a shift (in blue writing with a green check mark). If you don't see any writing in the calendar, you haven't signed up for anything yet for that month. On the next page, click on the green button, 'MANAGE MY RESPONSES'.

The screenshot shows the 'Senior School Library' opportunity page. The page features a header with the Southridge logo and the slogan 'Together WE DO GREAT THINGS'. Below the header, there is a description of the opportunity, a photo of students in a library, and a 'MANAGE MY RESPONSES' button circled in red. The page also includes a sidebar on the left with navigation options: DASHBOARD, OPPORTUNITIES, EVENTS, PROGRAMS, and COLLAPSE MENU. The main content area displays the title 'Senior School Library' and a 'Description' section with a photo of students in a library. The 'Interests' section shows icons for a book and a person. The 'Program' section shows a photo of a person and the text 'Senior School Operations'. At the bottom, there is a 'BECOME A FAN' button.

Step 3:

Un-check green check marks to remove specific shift(s) from your schedule.

Opportunity Response
Thank you for your response to this opportunity. Please fill out the form below so that we can share your interest with the program that posted this opportunity. They will receive an email with your contact information and will reach out to you shortly.

Opportunity Information
Opportunity Name: [Senior School Library](#)
Program Name: [Senior School Operations](#)
Your Name: Sherry Hu

Opportunity Shifts Show All

<input type="checkbox"/> Sep 6, 2018 @ 12:15pm (full) (expired)	<input checked="" type="checkbox"/> Sep 7, 2018 @ 12:15pm (expired)	<input type="checkbox"/> Sep 10, 2018 @ 12:15pm (full) (expired)
<input type="checkbox"/> Sep 11, 2018 @ 12:15pm	<input checked="" type="checkbox"/> Sep 17, 2018 @ 12:15pm (full)	<input type="checkbox"/> Sep 13, 2018 @ 12:15pm
<input type="checkbox"/> Sep 14, 2018 @ 12:15pm	<input type="checkbox"/> Sep 20, 2018 @ 12:15pm (full)	<input type="checkbox"/> Sep 18, 2018 @ 12:15pm (full)
<input type="checkbox"/> Sep 19, 2018 @ 12:15pm (full)	<input type="checkbox"/> Sep 25, 2018 @ 12:15pm (full)	<input type="checkbox"/> Sep 21, 2018 @ 12:15pm
<input type="checkbox"/> Sep 24, 2018 @ 12:15pm	<input checked="" type="checkbox"/> Sep 28, 2018 @ 12:15pm (full)	<input type="checkbox"/> Sep 26, 2018 @ 12:15pm (full)
<input type="checkbox"/> Sep 27, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 3, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 1, 2018 @ 12:15pm
<input type="checkbox"/> Oct 2, 2018 @ 12:15pm	<input type="checkbox"/> Oct 9, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 4, 2018 @ 12:15pm (full)
<input type="checkbox"/> Oct 5, 2018 @ 12:15pm	<input type="checkbox"/> Oct 12, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 10, 2018 @ 12:15pm
<input type="checkbox"/> Oct 11, 2018 @ 12:15pm	<input type="checkbox"/> Oct 17, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 15, 2018 @ 12:15pm
<input type="checkbox"/> Oct 16, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 23, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 18, 2018 @ 12:15pm (full)
<input type="checkbox"/> Oct 22, 2018 @ 12:15pm	<input type="checkbox"/> Oct 26, 2018 @ 12:15pm	<input type="checkbox"/> Oct 24, 2018 @ 12:15pm (full)
<input type="checkbox"/> Oct 25, 2018 @ 12:15pm (full)	<input type="checkbox"/> Nov 1, 2018 @ 12:15pm (full)	<input type="checkbox"/> Oct 30, 2018 @ 12:15pm (full)
<input type="checkbox"/> Oct 31, 2018 @ 12:15pm (full)		<input type="checkbox"/> Nov 2, 2018 @ 12:15pm

Step 4:

Remember to click on the blue button, 'SUBMIT OPPORTUNITY RESPONSE' at the bottom of the page. This will 'save' your cancellations.

Additional Volunteer Information

Notes 0

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Alternatively, you can click on the green button, 'UNREGISTER', to remove yourself from an opportunity.

The screenshot shows the Southridge website interface for a volunteer opportunity. At the top left is the Southridge logo with the tagline "SOUTHRIDGE. We are all one." and the slogan "Together WE DO GREAT THINGS" with hand icons. A green notification bar at the top states "You have responded to this opportunity." The main content area is titled "Auction Procurer" and includes a description with a photo of wrapped gifts. The right sidebar shows "Volunteer Spots Remaining" as 9 and "Interests" with star and group icons. A green "UNREGISTER" button is circled in red. A notification at the bottom right says "There are new items in your inbox."

If you have any questions, please contact Sherry Hu at shu@southridge.bc.ca or by phone at 604-542-2303.