

BELLEVUE CHRISTIAN

WITH PURPOSE

Dear Mack Parents,

When you became a Mack parent, you automatically became a valuable part of our Parent Teacher Fellowship (PTF). As a PTF we are committed to serving our staff, students, parents and the community at large. We help plan and organize fun events and service activities throughout the year. It takes everyone doing their part to have a flourishing, strong community. There are many ways to be involved and we would love to have you read through this information and see if any of these open positions could benefit from your unique strengths, skills and experience. We have documents on how each role works and what needs to be done, so you don't have to re-create the work. We would love to have you join us!

Volunteer Opportunities:

PTF Executive Board – The PTF is led by the Executive Board (E-Board), which is made up of parent volunteers. The E-Board meets monthly (Friday morning) and also attends the monthly PTF meetings (Friday morning).

The E-Board is currently looking to fill 4 vacant positions:

- VP Mack Community Support & Christian Community Service
- VP Classroom Support
- VP Social Media & Communications
- Members at Large

Please see attached for E-Board position descriptions. **Fill out Executive Board application*

Event Coordinators/Committee Members – Each PTF sponsored event needs responsible and enthusiastic volunteers to coordinate the details. There are many events/activities with various levels of time commitments. We are looking for a few more event coordinators/committee members for next year. You are also welcome to find a friend and do it together!

We are looking for Event Coordinators for the following events:

- Jog-A-thon Co-Chair
- Carnival (Cake Walk) Co-Chair
- Book Fair Co-Chair
- Track Meet Concessions (4th-6th) Co- Chair
- STEM Fair Team
- Car Wash Co-Chair
- End of Year Slide Show
- Yearbook Co-Chair
- Auction committee member
- Field Day Co-Chair

Please see attached for Event descriptions. **Fill out attached coordinator form*

***Co-chairs would come alongside someone who is already familiar and learn for the next year.*

Classroom Coordinators - Each classroom has a classroom coordinator, whose primary role is to communicate PTF news to the parents in the class. Classroom Coordinators also attend the monthly PTF meetings.

**Fill out attached coordinator form*

Before starting, **all volunteers need to go through a background check via the Head of School's Office.** Anyone wanting to volunteer in a capacity at Mack who hasn't completed this process should contact Asst. to Head of School Ashley Burnett, ashley.burnett@bellevuechristian.org. Thank you!

It takes many hands to make light the work to bless our community. Thank you for taking the time to read through the information and prayerfully considering volunteering in a leadership, committee member, event or classroom coordinator position.

Questions? Contact April Banach, PTF President Elect at mackptf@bellevuechristian.org

Blessings,

Mack PTF Executive Board

PTF Executive Board Open Positions 2021/2022

Co-VP Mack Community Support & Christian Community Service – This is a shared position and distribution of responsibilities is agreed upon. This role fosters opportunities for our school community to connect in a variety of ways through Spirit Week, school socials, field day and connecting new families. This person values relationships and cultivating community. Generosity is at the heart of Mack. This role facilitates opportunities to serve our campus and our local community through the Giving Tree, Operation Gratitude and Maltby Food Bank. This person enjoys serving while inspiring others to do the same.

Co-VP Classroom Support – This is a shared position and distribution of responsibilities is agreed upon. This role coordinates all classroom and staff communication/activities such as Staff Appreciation Week, first day of school sign up social and Latte Wednesday. This person has strong communication skills and has the gift of hospitality.

VP Social Media & Communications – This is a new position that will be responsible to work with the other board members and event coordinators to make sure their event/activity is communicated to the community via the Mack Memo and other avenues. This person must be able to wordsmith posts, keep track of upcoming events so we can communicate about events to the school community.

Member at Large – Members at Large hold a seat on the board, familiarizing themselves with the duties of each E-Board position in hope of moving on to another board role the subsequent year. Must coordinate at least one school event or be a part of an event planning committee.

Mack Coordinators Needed 2021/2022

Jog-A-thon Co-Chair – The Jog-A-thon (JAT) is a daylong event held each year on the last Friday of September when the whole Mack community comes together to support students as they run around the track to raise money for specific needs that directly benefit our campus. The JAT coordinator(s) organizes the event and helps rally student enthusiasm with the assistance of many volunteers. The JAT coordinators also help plan Spirit Week, a fun-filled week, building momentum towards Friday's Jog-a-thon. The event coordinator(s) is responsible for choosing themes for each day (example: Neon Day or Favorite Sports Team Day), coordinating small gifts that fit the theme verse (with eBoard, 3Points and main campus).

(May, Aug-early Oct) Time Commitment: 40-50 hours and day of event

Carnival (Cake Walk) – The All School Carnival is a fun, family night held at the BCS Clyde Hill campus. Mack & Three Points are responsible for the Cake Walk. The event coordinator would attend 1-2 Carnival meetings at main campus, make sure the Cake Walk is fully staffed, and collect and deliver cakes to the Clyde Hill campus.

(Oct) Time Commitment: 5-7 hours

Book Fair Co-Chair – We host 2 bookfairs at Mack each year and are highly anticipated events that our kids love, and they allow us to buy new books for our Mack library, in the fall we host an independent bookfair, we've done Usborne or Tree House in fall in recent years. Then in the spring The Scholastic Book makes its annual appearance. The book fair coordinator works with the school librarian to create a SignUp.com page with shifts for book fair volunteers. This coordinator will also ensure that the book fair is publicized a few times through the Mack Memo and will likely (although is not required) to participate as a book fair volunteer. This coordinator may assist the librarian with additional minor requests relating to the book fair.

(Nov & March) Time Commitment: 8-10 hours

Talent Show – Students have the opportunity to share their talents with family and friends on stage at the BCS Clyde Hill campus. This is an exciting community event that gives students the opportunity to let their talents shine! The event coordinators will share responsibilities in the planning, delegation and organizing of advertising, auditions, and dress rehearsal along with the planning and scheduling of the evening performances.

(Jan.-Feb.) Time Commitment: 20-25 hours and evening of event

Car Wash Co-Chair – This is an annual event that generally occurs in the spring as the finale to Staff Appreciation Week. The cars of the entire Mack staff (preschool & elementary) are cleaned inside and out. The Car Wash event coordinator(s) verify supplies, coordinate with the maintenance staff, and recruit and train volunteers, including station leads, childcare and snacks. Volunteers are coordinated through signup.com, which the coordinator sets up. Process flow, station descriptions and an inventory spreadsheet are already in place.

(April-May) Time Commitment: 10-15 hours and morning of event

Track Meet Concessions Co-Chair (4th-6th gr.) –The Track Meet is a day long event held for 4th-6th graders who compete in Track and Field Events along with 3 Points Elementary. This event is held off school grounds and our PTF runs the concessions for all students and parents who attend providing snack and lunch options. The event coordinator(s) creates the concession menu and prices, shops in advance, and prepares a SignUp.com email to gather volunteers to cover shifts, set up and clean up. The coordinator runs the event but has plenty of opportunities to watch the events themselves. Information from previous year's concessions are provided.
(May-June) Time Commitment: 3-6 hours and day of event

Yearbook Co-Chair – As the yearbook coordinator your job is to facilitate the capture, creation, and ordering of the BCS Mack campus school yearbook. You will work closely with Mack administration, teachers, students, parents, and the Jostens' representative. It is your responsibility to create a photo storage site that will house school wide images collected throughout the year. Those images will be used for the yearbook, the school monitors, the Viking News, our website, and the end of the year slideshow. The goal of the yearbook is to have every student represented as well as to capture the culture of the Mack campus.
(Aug-Apr) Time Commitment: varies monthly

Field Day Co-Chair – Field Day is a fun, end-of-year celebration out on the field the afternoon before school is out. Students K-5 participate with their class in a variety of field, relay and water games. The event coordinator(s) works with a small committee in the planning of games, gathering of volunteers, communication, preparation and running of each field activity. Previous years planning information is provided.
(May-June) Time Commitment: 8-12 hours and day of event

End of Year Slide Show – Every year the kids look forward to seeing themselves on the “big screen” at the final school assembly. This coordinator will collect photos that have already been taken for Yearbook or from events on campus, set the photos into a slideshow and put the whole thing to wholesome music for the kids to enjoy.
(May-June) Time Commitment: 4-6 hours

Latte Wednesday Co-Chair – Latte Wednesday occurs the 1st and 3rd Wednesday morning of each month. Parent volunteers make and deliver favorite warm beverages (espresso drinks, tea, hot chocolate, etc.) to the staff and faculty. Drinks are prepared in the staff lounge. The coordinator keeps the beverage list up to date, prints labels needed each delivery, works with the Administrative staff to order supplies and prepares email for volunteers to sign-up.
(Sept-Jun) Time Commitment: 4-6 hours per month

Classroom Coordinators – Each classroom has a classroom coordinator (CC), whose primary role is to communicate PTF news to the parents in the class. Communications are drafted and approved at the E-board level and are then customized and distributed by CCs. They attend monthly PTF meetings, represent their classes at the Sign-up Social on the first day of school and work with other class volunteers to delegate or oversee activities throughout the year such as Staff Appreciation week, teacher Christmas gifts and end-of-year teacher gifts. They also communicate with their teacher to help corral volunteers as needed for classroom parties, etc.
(Sept-Jun) Time Commitment: varies, averages 1 hour/month and monthly PTF meetings month

**Parent Teacher Fellowship (PTF) Coordinator/Committee Member Volunteer Form
2021-2022 School Year**

I am willing to volunteer to be an **event coordinator** for: (check one)

- Jog-A-Thon Co-chair
- Carnival (Cake Walk) Co-chair
- Book Fair Co-Chair
- Latte Wednesday Co-Chair
- STEM Fair Team
- Staff Appreciation Car Wash Co-Chair
- Track Meet Concessions (4th-6th) Co-Chair
- End of Year Slide Show
- Yearbook Co-Chair
- Auction Committee Member
- Field Day Co-Chair

Name: _____

Phone: _____

Email: _____

AND/OR

I am willing to volunteer to be a **classroom coordinator** for: (check one)

- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Sixth Grade

Name: _____

Phone: _____

Email: _____

**Parent Teacher Fellowship (PTF) Executive Board Application
2021-2022 School Year**

I am interested in a position on the Parent Teacher Fellowship Executive Board for the 2021-2022 School Year:

Name: _____

Phone: _____

Email: _____

Please Initial

_____ I understand that our family's active involvement in the local church is necessary to the mission of BCS and is a requirement to becoming a Board Member.

The church I regularly attend is: _____

Interested Positions

1. _____

Please explain why you are interested in this position and how your unique strengths, experiences and giftings can shine in this role.

2. _____

Please explain why you are interested in this position and how your unique strengths, experiences and giftings can shine in this role.

Applications due in the office by Monday, May 24th.

Thank you for your interest.

For questions or more information, please feel free to contact April Banach at 206-947-9012, mackptf@bellevuechristian.org or banacha@msn.com or any other board member.