

# **BELLEVUE CHRISTIAN**

## **WITH PURPOSE**

Dear Mack Parents,

You, as a Mack Parent, are what makes up 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 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 5 vacant positions:

- VP Event Support
- VP Social Media & Communication
- Co-VP Classroom Support
- 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:

- Carnival (Cake Walk)
- Track Meet Concessions (4<sup>th</sup>-6<sup>th</sup> gr.)
- Talent Show
- End of Year Slide Show
- Yearbook
- Auction committee member
- Field Day

Please see attached for Event descriptions.

*\*fill out attached coordinator form*

**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*

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 Amanda Swann, PTF President at [mackptf@bellevuechristian.org](mailto:mackptf@bellevuechristian.org)

Blessings,

Mack PTF Executive Board

## **PTF Executive Board open positions 2019/2020**

**VP Mack Event Support** – This role supports and oversees the coordinators for school-wide events at BCS such a carnival, book fair, talent show/STEM fair, and field day. This person also coordinates pizza Fridays. This person is an effective communicator, administrator, and time-manager.

**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 2019/2020

**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

**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

**Track Meet Concessions** (4<sup>th</sup>-6<sup>th</sup> 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](http://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** – 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** – 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

**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  
2019-2020 School Year**

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

- Carnival (Cake Walk)
- Talent Show
- Track Meet Concessions (4<sup>th</sup>-6<sup>th</sup>)
- End of Year Slide Show
- Yearbook
- Auction Committee Member
- Field Day Coordinator

**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  
2019-2020 School Year**

I am interested in a position on the Parent Teacher Fellowship Executive Board for the 2019-2020 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.

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2. \_\_\_\_\_

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

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**All applications must be returned to the school office:**

Thank you for your interest.

For questions or more information, please feel free to contact Amanda Swann at 425-785-5869, [mackptf@bellevuechristian.org](mailto:mackptf@bellevuechristian.org) or any other board member.