

**RICHMOND CHRISTIAN SCHOOL
PARENT PARTICIPATION PROGRAM
2011-12 SCHOOL YEAR**

The RCS Parent Participation Program was developed to provide assistance to Richmond Christian School in areas of service as well as to encourage a sense of community among the families of RCS. Parents are obligated to contribute a minimum of 10 hours of service throughout the course of the school year. Families who have completed their hours will have their cheques destroyed and those who have not will have their cheques cashed and deposited into the Benevolent Fund.

All participating parents will have a sign-in sheet in a binder at the office front desk. Sign-in sheets are compiled alphabetically based on registered family names. **You are required to record your hours in the binder. They will not be recorded for you.** Please record them regularly, even if you have volunteered more than 10 hours.

NEW SYSTEM THIS YEAR: we have set up an online survey where you will be able to indicate the different areas you might be interested in serving in. Mrs. Jao will then compile these results and be able to contact you when a need arises. Below is the list of service opportunities that are available. These same categories will be on the survey.

The link for the online survey is:

<https://www.surveymonkey.com/s/RCSParentParticipationProgram2011-2012>

Should you have any questions or concerns, please contact Rowena Jao at 604-274-1122 (middle campus) or email rjao@richmondchristian.ca.

RCS PARENT PARTICIPATION PROGRAM PROJECTS 2011-12

PROJ	DESCRIPTION
ACC	Available during the day – once a week 1 – 2 hrs to tally cash receipts REGULAR COMMITMENT REQUIRED
BBQ	Back-To-School BBQ – (Aug. 31 – 5:30PM) Phone, set up, clean up, etc.
BK	Baking. Bake for fundraising/events at any of the 3 campus.
CA	Classroom Assistance. Assist in setting up bulletin boards, supervising fieldtrips, organizing resource materials, etc.
CH	Parent Chaperone. Chaperone student events/fieldtrips outside the school.
CP	Class Parent. Make phone calls to the parents of one class.
CO	Committees: serve on one of the committees such as Education, Development, Emergency Preparedness. Regular commitment needed (at least monthly).
DR	Drama Production Assistance. Help is required with all aspects of a theatrical production, including costume assembly, supervision, transportation, make up, food preparation etc.
EHL	Elementary Hot Lunch. Assist in taking lunches to classrooms. (prefer a regular commitment for the entire year)
EL	Elementary Library Assistance. Check books in and out, shelve books etc. (additional assistance needed with the Elementary Book Fair)
ENC	Eagle's Nest Concession. Sell food to secondary students. (12:20 pm-1 pm) prefer a regular bi-weekly, or once monthly commitment for entire year)
ER	Recess Supervision – Elementary School
FBL	Fly Buy Middle School Lunch Program. Assist in selling lunch to students, etc.

	(1-1/2 hr commitment – prefer a regular commitment for entire year)
FOX	Terry Fox Run (Sept.) Come support RCS while handing out water, providing First Aid and cheering on our students.
G12	Grade 12 Hot Dog Day. Assist in buying, selling, and cooking of hot dogs. (Thursday 12pm – 2pm)
KD	Kindergarten Assistance. Assist the teacher in various classroom activities
LS – M	Lunchtime Supervision – Middle School. Supervision in Middle School atrium.
LS – S	Lunchtime Clean-up – Secondary. Clean mutli-purpose room after lunch.
MA	Math Assistance. Help students in Math.
GRD	Help set up graduation event at the MS and HS
ML	Middle School Library Assistance. Assist the librarian as required.
OH	Open House: give tours of the various campuses to our guests
PC	Playground Cleanup. Pick up garbage (food, drink containers, etc.). (after school at the elementary campus)
PP	Parking Patrol. Assist elementary students in crossing the street. (before and after school 8:00am – 8:30am and 2:40pm – 3:15pm)
PH	Photocopying. Photocopy for the various areas of the school operation. (Monday, Wednesday, Friday as needed)
RE	Reading Assistance. Help students at the elementary school with reading. (needs to be coordinated with the class teacher)
SD	Staff Dinner. Prepare food for the staff during parent/teacher conferences.
SL	Secondary Library Assistance. Assist the librarian as required.
SM	School Maintenance. Painting, small repairs, yard work, cleaning, etc.). (after school at the elementary campus)
SP	Sports Programs. Coach various athletic team, drive team to games, etc.
SPE	Special Event Assistant. Usher, prepare, and serve refreshments, set up, etc.
SU	Set Up. Set up chairs and tables for events in the evening.