

WELCOME 2022-2023 BPC FAMILIES

BASIS Phoenix
Central Boosters



Introduction

Welcome BASIS Phoenix Central families to the 2022 – 2023 school year! The BASIS Phoenix Central BOOSTER Club wants to welcome families, students, teachers and staff to a successful 2022 – 2023 academic year!

While students are at BPC to help one another, learn lots, persevere through the difficulties, and to be kind to one another; we families and guardians can support their academic growth and build a community where everyone can strive in the BOOSTER Club.

In this 2022-2023 BOOSTER Introduction Packet, we would like to present:

- the BPC BOOSTER 2022-2023 events calendar
- the board, chief, coordinator and volunteer positions of BOOSTER that will be voted for on Aug 31.

We hope that many families (parents, grandparents, guardians, ...) will join BOOSTER and join in the fun!

On August 31, 2022 the first official meeting for the BPC BOOSTER Club will be held at 8:30 am-9:30am at the school's MPR-1, after the Hawk Talk! We will meet and vote for individuals who wish to join the BOOSTER Board, please email your name to bpcb.ta@gmail.com to inform Bree that you wish to toss your hat into the rink!

We look forward to connecting with everyone.

2022-2023 BPC BOOSTER Events Calendar

BASIS Phoenix
Central Boosters



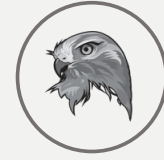
Introduction

Welcome to a new school year! The BPC Boosters Club is excited to share our community's events schedule! We hope that this timeline can assist families in planning to donate, volunteer, and/or attend these fun filled events. All the events listed below are sponsored by the PBC Boosters Club, and are able to happen because of the help from the families in our community. Volunteer sign up will be announced on Parent Square with corresponding links. Boosters meetings are for the position holding officers, but all are welcome to attend.

List of Events

08/31/2022 @ 8:30AM Boosters Club Elections for 2022-2023 School Year
09/28/2022 @ 8:30AM Boosters Club Meeting
09/28/2022 @ 5:00PM Peter Piper Pizza Mixer/Dine-In
10/28/2022 @ 6:00PM Fall Festival/Trunk-or-Treat
11/21/2022 @ 5:00PM Peter Piper Pizza Mixer/Dine-In
09/28/2022 @ 8:30AM Boosters Club Meeting
12/13/2022 @10:30AM Giving Tree/Holiday Luncheon for Staff
01/05/2023 @ 5:00PM Peter Piper Pizza Mixer/Dine-In
01/25/2023 @ 8:30AM Boosters Club Meeting
02/10/2023 @ 6:00PM *4/5th Grader Valentines Day Dance
03/29/2023 @ 8:30AM Boosters Club Meeting
04/10/2023 @ 5:00PM Peter Piper Pizza Mixer/Dine-In
04/26/2023 @ 8:30AM Boosters Club Elections for 2023-2024 School Year
5/1/23-5/5/23 All Day Teacher's Appreciation Week

*Event confirmation pending volunteer participation



2022-2023 The Appreciation Corner of the Teacher's Lounge' Restock Calendar

Introduction

Welcome back to our BPC families! Last year the Boosters Club piloted a program to assist families in showing their appreciation to our school staff year round! The BPC Boosters Club inventories the staff lounge monthly, compiles a list of items in need along with the staff wish list, creates an easy to order Amazon gift directory for BPC families, and the items are delivered to the school for the staff to enjoy. With the donated items, families have the choice to include a message to the staff that is displayed in the teacher's lounge for all to see. To ensure everyone has equal opportunities to contribute, the Boosters Club assigns a specific month to a class grade. However, we appreciate the kindness from our community's families year round, and all are welcome to donate outside of their corresponding month. Thank you for making the staff at BPC feel connected and supported by our families last year, and we look forward to continuing this tradition on into this school year!

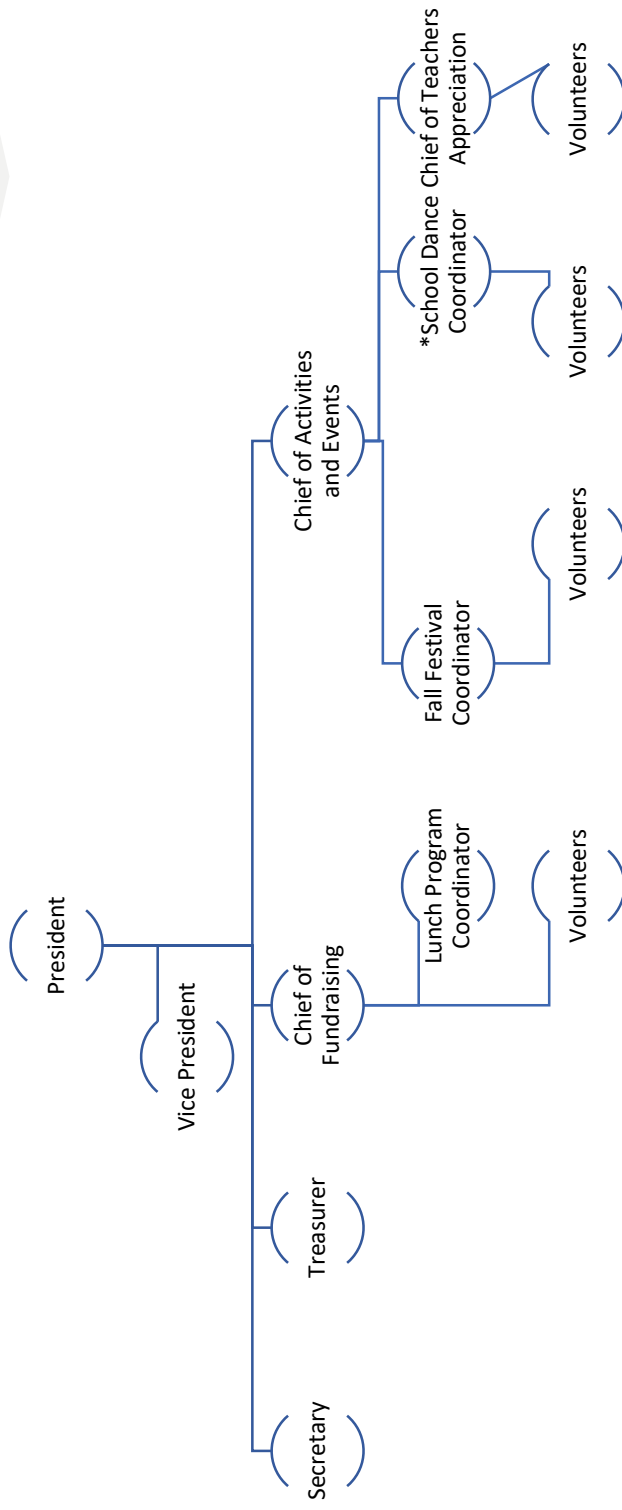
List of Grade Assignments

09/01/2022	Kindergarten Class
10/01/2022	1 st Grade Class
11/01/2022	2 nd Grade Class
12/01/2022	BPC Boosters Club
01/01/2023	3 rd Grade Class
02/01/2023	4 th Grade Class
03/01/2023	5 th Grade Class
04/01/2023	All BPC Families
05/01/2023	BPC Boosters Club

*All Amazon lists will be published on ParentSquare on the first of each month



BOOSTERS Club Organization Chart



* School Dances for 4th and 5th Graders in the Spring is contingent on finding a School Dance Coordinator



VOLUNTEER DESCRIPTION

JOB TITLE :	President		
POSITION TYPE:	Board of Directors		
TOTAL WEEKLY HOURS:	0.25 – 2 hours	TOAL MONTHLY HOURS:	2-8 hours
Number of hours may fluctuate depending on number of parent, guardian and family volunteers. Once a month, will need to check in board of directors			

JOB PURPOSE

The BASIS Phoenix Central BOOSTERS Club president serves the Booster membership; executes the bylaws of the BASIS Phoenix Central Booster, works to build membership numbers, support BASIS Phoenix Central's school and community spirit and works to design memorable experiences for students and families. The president also communicates between Boosters parents and school administration.

RESPONSIBILITIES

- Executes and maintains the bylaws of the Booster Club.
- Responsible for the agenda, convening and presiding regularly scheduled Board of Directors periodic meetings.
- General supervision and executive responsibilities of Booster Club.
- Oversee and review paperwork of Booster Club.
- Oversee and pitch in to the planning, executing and occasional attendance of BOOSTER sponsored events.
- Periodic meetings with Board of Directors
- Periodic meetings with school administration

SKILLS / QUALIFICATIONS

- Able to commit to several hours of volunteer work a month.
- Personable, has a can do spirit, able to multitask.
- Able to communicate clearly and efficiently.
- Comfortable in large and small crowds
- Comfortable asking for help and understands allocating (economics) of resources

Reports to:	N/A		



VOLUNTEER DESCRIPTION

JOB TITLE :	Vice President		
POSITION TYPE:	Board of Directors		
TOTAL WEEKLY HOURS:	0.25 – 2 hours	TOAL MONTHLY HOURS:	2-8 hours
Number of hours may fluctuate depending on number of parent, guardian and family volunteers. Once a month, will need to check in and coordinate with board of directors and school administration.			

JOB PURPOSE

The BASIS Phoenix Central BOOSTERS Club vice presidents serves the Booster membership; works with the president to execute the bylaws of the BASIS Phoenix Central Booster, to build membership numbers, support BASIS Phoenix Central's school and community spirit and supports designing memorable experiences for students and families. The vice president also communicates between Boosters parents and school administration with the president.

RESPONSIBILITIES

- Supports and works with President to:
 - Executes and maintains the bylaws of the Booster Club
 - Convene and presides over regularly scheduled Board of Directors periodic meetings
 - General supervision and executive responsibilities of Booster Club
 - Oversee and review paperwork of Booster Club
 - Oversee and pitch in to the planning, executing and occasional attendance of BOOSTER sponsored events

SKILLS / QUALIFICATIONS

- Able to commit to several hours of volunteer work a month
- Personable, has a can do spirit, able to multitask
- Able to communicate clearly and efficiently
- Has a strong sense of boundaries

Reports to:	President		



VOLUNTEER DESCRIPTION

JOB TITLE :	Treasurer		
POSITION TYPE:	Board of Directors		
TOTAL WEEKLY HOURS:	0.25 – 0.5 hours	TOAL MONTHLY HOURS:	2-4 hours
Number of hours may fluctuate depending on number of parent, guardian and family volunteers. Will need to preparer and present monthly budget and accounting sheets to board members. Will need to have some financial or book keeping skills.			

JOB PURPOSE

The BASIS Phoenix Central BOOSTERS Club treasurer serves the Booster membership; executes the bylaws of the BASIS Phoenix Central Booster and works with the President and board members with financial transactions. The treasurer will need to balance and commit to book keeping, writing checks in partnership with president, coordinate receipt of donations and payment of vendors.

RESPONSIBILITIES

- Executes and maintains the bylaws of the Booster Club.
- Responsible for the keeping the books for the Booster Club
- Responsible for the receipt of monies from donations
- Responsible for coordinating the writing of checks and payment of vendors

SKILLS / QUALIFICATIONS

- Able to commit to several hours of volunteer work a month
- Understands and is able to do basic accounting/book keeping
- Able to communicate clearly and efficiently
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Reports to:	President and Vice President		



VOLUNTEER DESCRIPTION

JOB TITLE :	Secretary		
POSITION TYPE:	Board of Directors		
TOTAL WEEKLY HOURS:	1 hours	TOAL MONTHLY HOURS:	6 hours
Number of hours may fluctuate depending on number of parent, guardian and family volunteers. Will need to post once a week to Parent Square, weekly and highlights. Once a month, will need to check in and coordinate with board members of BOOSTERS Club.			

JOB PURPOSE

The BASIS Phoenix Central BOOSTER' secretary serves the Booster membership; works with president to execute the bylaws of the BASIS Phoenix Central Booster, to take notes during periodic meetings, file any documents and oversees posts, announcements and other communications.

RESPONSIBILITIES

- Supports and works with President to:
 - Executes and maintains the bylaws of the Booster Club
 - Record meetings of Board of Directors
 - Keeps records
 - Records meetings
 - File any documents
 - Oversee weekly announcements and other communications

SKILLS / QUALIFICATIONS

- Able to commit to about 30 minutes on a weekly basis, or able to recruit and find other communication volunteers to rotate communication responsibilities
- Personable, has a can do spirit, able to multitask
- Able to communicate clearly and efficiently
- Has access to a computer and able to write, review and post online

Reports to:	President		



VOLUNTEER DESCRIPTION

JOB TITLE :	Chief Fundraiser/Developer		
POSITION TYPE:	Board Chair Member		
TOTAL WEEKLY HOURS:	0.5-2 hour a week	TOAL MONTHLY HOURS:	4-6 hours

Number of hours may fluctuate depending on number of parents, guardians and family volunteers.
Once a month, will need to check in board of directors.
Number of hours is self determined and goal oriented.

JOB PURPOSE

The BASIS Phoenix Central BOOSTERS Club Chief Fundraiser and Developer is a position for an individual that is goal oriented, empathetic, creative, organized, has good communication skills and is community oriented. The position will need to communicate with both the Board's Directors, volunteers, vendors, school administration and families at BASIS Phoenix Central. The primary goal is to raise funds for community building events and possibly for the students and teachers at BPC. The Chief Fundraiser will coordinate with the Chief Activities and Events as responsibilities may overlap.

RESPONSIBILITIES

- Attempts to meet fundraising goals per school year for the Booster group
- Able to attend Board meetings every two months
- Able to communicate effectively with teachers, administration and families at Basis Phoenix Central
- Has a sales outlook would be

SKILLS / QUALIFICATIONS

- Able to commit to several hours of volunteer work a month
- Personable, has a can do spirit
- Comfortable speaking and making requests
- Able to communicate clearly and efficiently
- Confident with a strong drive for success

Reports to:	President and Vice President		



VOLUNTEER DESCRIPTION

JOB TITLE :	Chief of Activities and Events		
POSITION TYPE:	Board Member		
TOTAL WEEKLY HOURS:	0.5-2 hour a week	TOAL MONTHLY HOURS:	4-6 hours
<p>Number of hours may fluctuate depending on number of parents, guardians and family volunteers. Once a month, will need to check in board of directors. Number of hours is self determined and goal oriented.</p>			

JOB PURPOSE

The BASIS Phoenix Central BOOSTER Club Chief of Activities and Events is a position for an individual that is goal oriented, creative, organized, has good communication skills and is community oriented. The position will need to communicate with both the Board's Directors, volunteers, vendors, school administration and families at BASIS Phoenix Central. The primary goal is to organize and create activities and events that are memorable and build BPC spirit. The Chief of Activities and Events will coordinate with the Chief of Fundraiser as responsibilities may overlap.

RESPONSIBILITIES

- Attempts to meet fundraising goals per school year for the Booster group
- Able to attend Board meetings every two months
- Able to communicate effectively with teachers, administration and families at Basis Phoenix Central
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SKILLS / QUALIFICATIONS

- Able to commit to several hours of volunteer work a month
- Personable, has a can do spirit
- Comfortable speaking and making requests
- Able to communicate clearly and efficiently
- Comfortable speaking with other parents

Reports to:	President and Vice President		



VOLUNTEER DESCRIPTION

JOB TITLE :	Fall Festival Coordinator		
POSITION TYPE:	Board Chair Member		
TOTAL WEEKLY HOURS:	N/A	TOAL MONTHLY HOURS:	N/A

Number of hours may fluctuate depending on number of parents, guardians and family volunteers. During the months of August, September and October 2022, the Fall Festival Coordinator will be the host for the Fall Festival (previously known as the BPC Trunk or Treat and Halloween Dance!). The FF Coordinator will work with the Full Board of Directors, Chiefs, Coordinators and volunteers to design and execute the Fall Festival. (for more questions, please email bpcb.president@gmail.com).

JOB PURPOSE

The Fall Festival Coordinator will help design, execute and host the Fall Festival (previously known as the BPC Trunk or Treat and Halloween Dance). The FF Coordinator will have the full backing of the BPC BOOSTER Membership, in volunteer hours, financial backing and creative skills. The FF Coordinator may need to reach out to vendors, communicate and coordinnator with BPC administration, think creatively, have the ability to say the occasional 'no', look forward to spending time with their family.

RESPONSIBILITIES

- Reach out to and coordinate with vendors
- Coordinate with school administration
- Coordinate with BPC Booster Members
- Spend time with personal family on Fall Festival Night
- Host a fabulous and memorable Fall Festival

SKILLS / QUALIFICATIONS

- Be fun, creative, be a HAWK
- Able to volunteer and organize other volunteers in the months of August, September, and October 2022
- Able to communicate effectively with teachers, administration and families at Basis Phoenix Central
- Personable, has a can do spirit
- Comfortable speaking and making requests
- Able to communicate clearly and efficiently
- Confident with a strong drive for success

Reports to:	Chief of Events and Activities		



VOLUNTEER DESCRIPTION

JOB TITLE :	Chief of Teachers Appreciation		
POSITION TYPE:	Board Chair Member		
TOTAL WEEKLY HOURS:	0.5-2 hour a week	TOAL MONTHLY HOURS:	4-10 hours

Number of hours may fluctuate depending on number of parents, guardians and family volunteers.
The BPC BOOSTERS Club is looking for a Teachers Appreciation Coordinator. The TA Coordinator will work directly with the BOOSTERS President, Vice President, Chief of Activities and Events and Chief of Fundraising to celebrate and appreciate all the teachers and staff at BASIS Phoenix Central. The TA Coordinator will also act as a conduit between families and teachers.

JOB PURPOSE

The role of Chief of Teachers Appreciation is to celebrate and appreciate the teachers and staff at BASIS Phoenix Central. The Chief of Teachers Appreciation will also bridge families and teachers, facilitating family appreciation to teachers and staff. Duties will include overseeing and coordinating the 'Appreciation Corner of the Teacher's Lounge', coordinating Teacher's Appreciation Week and The Holiday Giving Tree at the Holiday Luncheon.

RESPONSIBILITIES

- Able to attend Board meetings every two months
 - Able to communicate effectively with teachers, administration and families at Basis Phoenix Central
 - Coordinating with Front Staff and BPC Families to Maintain 'Appreciation Corner of the Teacher's Lounge'
 - Lead and coordinate Teacher's Appreciation Week
 - Lead and coordinate The Holiday Giving Tree and the Holiday Teacher's Appreciation Luncheon
- Many events hosted by the BPC BOOSTERS Club has foundational history. For any questions, please email bpcb.ta@gmail.com.

SKILLS / QUALIFICATIONS

- Able to commit to several hours of volunteer work a month
- Personable, has a can do spirit
- Comfortable speaking and making requests
- Able to communicate clearly and efficiently
- Excels at organization and scheduling
- Loves and cherishes the teachers, staff and administration at BPC!
- Is organized and comfortable making plans and schedules

Reports to:	President and Chief of Events and Activities		



VOLUNTEER DESCRIPTION

JOB TITLE :	General Volunteers for Secretarial and Communication		
POSITION TYPE:	BOOSTERS member		
TOTAL WEEKLY HOURS:	Self Determined	TOAL MONTHLY HOURS:	Self Determined
Number of hours may fluctuate depending on personal commitment.			

JOB PURPOSE

We are looking for people to volunteer their expertise or can do attitude to work with the Secretary of the BOOSTERS Club. We need help updating the BOOSTERS Club website, organize postings for Parent Square, help draft up mock ups and other materials for printed materials to be sent out to BPC families. A General Volunteer can work on as many or few projects or just one time; the amount of help is self determined.

RESPONSIBILITIES

- Able to communicate with the BOOSTERS Club secretary by phone, cell, or email.

SKILLS / QUALIFICATIONS

- Has a can do spirit
- Likes to help
- Enjoys a strong sense of community and a sense of making things better

Reports to:	Secretary		



VOLUNTEER DESCRIPTION

JOB TITLE :	General Volunteers for Fundraising		
POSITION TYPE:	BOOSTERS member		
TOTAL WEEKLY HOURS:	Self Determined	TOAL MONTHLY HOURS:	Self Determined
Number of hours may fluctuate depending on personal commitment.			

JOB PURPOSE

We are looking for people to volunteer their expertise or can do attitude to work with the Lead Fundraiser of the BOOSTERS Club. We need help carrying out ideas, speaking with parents and coordinating fun events.

RESPONSIBILITIES

- Able to communicate with the BOOSTERS Club Lead Fundraiser by phone, cell, or email.

SKILLS / QUALIFICATIONS

- Has a can do spirit
- Likes to help
- Enjoys a strong sense of community and a sense of making things better
- Able to be frank and honest

Reports to:	Lead Fundraiser		