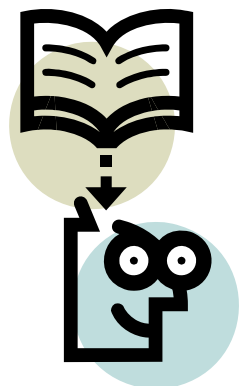




NBAE

2010-2011

Volunteer Packet





NORTH BROWARD ACADEMY OF EXCELLENCE
VOLUNTEER CONTRACT

I (We) the parent(s)/ guardian(s) of _____, grade____ agree that
(Please print)

I (we) will fulfill the volunteer obligation to North Broward Academy of Excellence, in order for my (our) child to be re-enrolled for the new school year. We understand that it is mandatory to complete 20 volunteer hours for one (1) child and 30 volunteer hours for two (2) or more children attending North Broward Academy of Excellence every school year. In the event that parents are not able to come to the school and volunteer, we will accept school/classroom supplies or a monetary donation. Every \$10.00 donated equals 1 volunteer hour.

I (We) understand that if the volunteer obligation has not been met on/before the date of **May 20, 2011 for K-7th graders** and **April 30, 2011 for 8th graders**, that we are jeopardizing the seat of my child for the new school year or field trips, dances, school functions, etc.

Signature of Parent/Guardian_____ Date: _____

Print Parent/Guardian Name _____



NBAE VOLUNTEER OBLIGATION REQUIRMENTS

- 1 Student Attending =20 Volunteer Hours
- 2 or more Students Attending = 30 Volunteer Hours
- Half (1/2) of your required volunteer hours **MUST BE MET NO LATER THAN JANUARY 21, 2011** or your recommit for the 2011-2012 school year will not be processed.
 - Parents of K-7th graders, total required volunteer hours **MUST BE COMPLETED NO LATER THAN MAY 20, 2011**. **If your total required volunteer hours are not fulfilled by this date, your child will lose his/her seat for 2011-2012 school year.**
 - Parents of 8th graders, total required volunteer hours **MUST BE COMPLETED NO LATER THAN APRIL 29, 2011**. **If your total required volunteer hours are not fulfilled by this date, your child will not be able to participate in the end of the year 8th grade activities (field trips, dance, etc).**

To Receive Volunteer Hours you:

- Fill out Volunteer Hour Sheet for all donations, fundraisers, grading papers, making copies, selling ice cream etc. Please have appropriate signatures on forms. Please turn all forms into Lori Lawrence in the front office.
- Please provide all receipts along with volunteer hour form signed by a teacher or school staff member. Receipts will be verified before hours are approved/entered into system
- When participating in school events (PTO & SAC Meetings, Honor Roll, Cici's, Ritters, etc.) you **must sign in on the required Sign-in Sheet at the time of event.**
- **All volunteers must schedule an appointment with a teacher or event coordinator prior to volunteering. It is NOT the school or teachers' obligation to keep track of your volunteer hours or find work for volunteers who have not scheduled an appointment.**

Please fill out the Volunteer Application & Volunteer Contract and turn it in to Lori Lawrence in the front office for screening process. If you have any questions please contact Lori Lawrence, Volunteer Coordinator at 954-718-2211 or llawrence@northbrowardcharter.org. We look forward to assisting all families with meeting their volunteer obligation.



Popular Ways to Get Hours

- Fundraisers (Book Fair, Cookie Dough, etc.)
- Join a subcommittee/event sign up on nbae.ptomanager.com
- Help out in Teachers Classroom (organize room, grade papers etc.)
- Donate supplies (copy paper, pens, staples, paper clips, etc.) **Keep receipts.**
- Beginning of year school supplies (every \$10 equals 1 hour, **Keep receipts**)
- Attend PTO/SAC Meetings, Cici's, Ritters, Honor Roll
- SAVE Box tops – 100 box tops equals 1 hour
- Help the Copy Committee, Sell Ice Cream
- Chaperone on field trips

Frequently Asked Questions

- Every \$10 equals 1 hour.
- **For your Beginning of year school supplies, if receipts provided with volunteer hour sheet you will receive an hour for every \$10 spent. If no receipts provided then you will ONLY receive two (2) hours. ALL receipts will be verified upon approval.**
- One (1) volunteer hour is given per family NOT per person for attendance at functions. (PTO/SAC, CiCi's Honor Roll etc.)
- Make sure that you sign in on the sign in sheet required at the time of the event. If you did not sign in at the time, you will not receive the hours afterwards.
- Treat your volunteer hour sheet like cash, if you lose your sheet you lose the hours. **It is your responsibility to keep track of your hours.**
- You may submit your volunteer hour sheet before your hours are completed. **MAKE A COPY OF YOUR SHEET FOR YOUR RECORDS.** Submit your volunteer hour sheet to Lori Lawrence in the front office.



VOLUNTEER APPLICATION

VOLUNTEER INFORMATION: PLEASE COMPLETE ALL AREAS AND FORWARD TO LORI LAWRENCE: LLAWRENCE@NORTHBROWARDCHARTER.ORG , 954-718-2211			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Student's Name	
Date of Birth:	Emergency Contact (include phone #):		
Have you ever been fingerprinted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
<i>Volunteering For: please check all that apply:</i>			
Copy Cat Committee	Classroom Parent Helper	Book Fair	Field Trips/Chaperones
Fundraisers in School	Fundraisers Off Campus	Class Mentor	Class Instructional Aide
Over Night Field Trips: Require Level II clearance! Detailed request must be forwarded to Mr. Kowalski at: craig.kowalski@browardschools.com			
To: Mr. Kowalski:	Over Night Field Trip	Direct Student Contact	Other:
Date:	Chaperone	Volunteer	

Level One Clearance:

Charter School will process your clearance through our Raptor System

Level Two Clearance:

Required to be fingerprinted-There is no fee!!

Request for clearance must be forwarded to Mr. Kowalski at Broward Schools. He will respond within 24 hours back to the school. Upon approval, volunteer must bring the approval letter to Security Clearance: There is no fee!

Kathleen C. Wright Building
600 SE 3 Avenue
Fort Lauderdale, FL 33301
Monday 8AM – 5PM
Tuesday – Friday 8AM – 3PM

Signature _____ Date _____

Print Name _____

