

Bellaire Belles Parent Volunteer Information

Belle Name

Today's Date

Name - Parent #1		<input type="checkbox"/> Male
		<input type="checkbox"/> Female
Home Address		
City	Zip	Home Phone
Business Phone		Cell Phone
Custodial Parent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address	
Occupation/Where Employed:		
Employer Matching Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Best Time(s) of Day to Help?	

Name - Parent # 2		<input type="checkbox"/> Male
		<input type="checkbox"/> Female
Home Address		
City	Zip	Home Phone
Business Phone		Work/Cell Phone
Custodial Parent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address	
Occupation/Where Employed:		
Employer Matching Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	Best Time(s) / Day(s) to Help?	

Research overwhelmingly shows parent involvement in children's activities is positively related to achievement. There are opportunities for everyone, no matter what your talents, interest or availability. Please look this list over and indicate areas you are willing to help. Your involvement is vital to provide the many enriching opportunities available for the team therefore...

Each Belle family is required to volunteer in at least one area!!

Board members and their positions are reflected gray. Please check boxes indicating areas you are interested in.

Please circle any committees you would be willing to chair.

Next to your check mark, indicate "#1" or "#2" (for parent #1 or #2) or "B" (for both parents).

<input type="checkbox"/> Jackie Scinto - VP Fundraising <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Taco Bell Chair - Rosi Smith</div> <input type="checkbox"/> Taco Bell Committee <input type="checkbox"/> Taco Bell Sales - Lunchtime <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Spirit Wear Chair - Angel Armstrong</div> <input type="checkbox"/> Maintain Inventory <input type="checkbox"/> Spirit Wear Sales-Games, etc. <input type="checkbox"/> Spirit Wear Sales - Lunchtime <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">General Fundraising Chair - Bonnie Suchart</div> <input type="checkbox"/> Corporate Sponsor Sales <input type="checkbox"/> Raffle Ticket Fundraiser <input type="checkbox"/> Individual Fundraisers <input type="checkbox"/> Organize Car Washes <input type="checkbox"/> Ad Sales	<input type="checkbox"/> Kevin Smith - Treasurer <input type="checkbox"/> Audit Committee <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Recruitment Chair - Michele Klutts</div> <input type="checkbox"/> Booster Club Membership <input type="checkbox"/> Volunteer Coordinator <input type="checkbox"/> Recruitment Committee <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Special Events Chair - Board</div> <input type="checkbox"/> Dance Camp <input type="checkbox"/> Open House <input type="checkbox"/> Party Planning <input type="checkbox"/> Homecoming Activities <input type="checkbox"/> Belle Ball <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Competition/Performance Chair - Lynne Watkins</div> <input type="checkbox"/> Competitions Committee <input type="checkbox"/> Chaperone Competitions <input type="checkbox"/> Help with Hair & Makeup <input type="checkbox"/> Costume/Uniforms <input type="checkbox"/> Spring Show	<input type="checkbox"/> Leisa Lovy- VP Communications <input type="checkbox"/> Belle Directory <input type="checkbox"/> Phone / Email Communication <input type="checkbox"/> Public Relations / Marketing <input type="checkbox"/> Graphics/desktop publishing <input type="checkbox"/> Displays / Bulletin Boards <div style="background-color: #e0e0e0; padding: 2px; margin-bottom: 5px;">Historian Chair - Lynn Noldt</div> <input type="checkbox"/> Website <input type="checkbox"/> Cosmo Belle (Memory Book) <input type="checkbox"/> Photographers <input type="checkbox"/> Power Point Presentations
---	---	---

TALENTS / SKILLS / INTERESTS / RESOURCES		
<input type="checkbox"/> Dance / Choreography <input type="checkbox"/> Carpentry, general construction <input type="checkbox"/> Sewing / Costumes <input type="checkbox"/> Photography <input type="checkbox"/> Accounting <input type="checkbox"/> Notary <input type="checkbox"/> Other Skills/Resources - (don't be shy): _____	<input type="checkbox"/> Computer: _____ <input type="checkbox"/> Web Design <input type="checkbox"/> Database <input type="checkbox"/> Power Point <input type="checkbox"/> Graphics <input type="checkbox"/> Excel / Word	<input type="checkbox"/> Event Planning <input type="checkbox"/> Fundraising <input type="checkbox"/> Grant Writing <input type="checkbox"/> Access to Printing <input type="checkbox"/> Write/Submit Press Releases <input type="checkbox"/> Notary

PARENT PARTICIPATION

The Bellaire Belles Dance Team depends on many different levels of family involvement to ensure we remain a 1st class award-winning dance team. The following is a brief explanation of the many ways you can become involved. Board positions are highlighted in gray.

BOOSTER CLUB BOARD: serve as point persons for committees that generate funds, plan and organize Belle events, communicate with parents and generally assist the Belle directors and team on an as needed basis. The time commitment varies depending on the board position involved. All board positions attend monthly board meetings and bi-annual booster club meetings. Board positions are noted as such.

PRESIDENT (Board): Responsible for providing direction to the Board. Works with Dance Directors to establish goals for the year, coordinate activities, communicate with parents, and provide support for all Belle activities.

TREASURER (Board): Responsible for maintaining financial records of the Booster Club such as budget preparation, paying bills, expense reimbursement and reporting status to the Board each month. Files annual tax forms as needed.

AUDIT COMMITTEE: In Summer, oversees a detailed review of the booster club's financial records. The audit will verify the numbers, ensure accuracy and how closely the budget was matched, and assess procedures used by the treasurer.

SECRETARY (Board): Responsible for recording and distributing minutes of each Board meeting and updating and distributing the Belle calendar.

RECRUITMENT CHAIR (Board): provides oversight & serves as point person to coordinate all activities pertaining to recruiting booster club members and volunteers. Coordinates collection of Booster Club membership forms and maintains roster.

FUND DEVELOPMENT VP (Board): provides oversight & serves as point person for all committees that generate funds for the Belles Booster Club such as Taco Bell, Spirit Wear, Corporate Sponsorships, Ad Sales and other fundraisers. Tracks financial commitment for each Belle.

TACO BELL CHAIR(S) (Board): provides oversight & serves as point person for Taco Bell sales on Thursdays during lunch at school. The chair and it's committee are responsible for ordering and delivering food, supervising volunteers at lunch sales, obtaining change, making bank deposit, and reporting on profits. Works closely with Recruitment Chair for volunteers.

TACO BELL SALES: Willing to volunteer as schedule permits to help sell food for about 30-45 minutes. Sales are Thursdays during lunch and the time is usually from 11:25 until noon except on early dismissal and testing days.

SPIRIT WEAR CHAIR(S) (Board): provides oversight & serves as point person to coordinate all activities pertaining to the sale of any school merchandise that generates income for the Booster Club including hoodies, t-shirts & other spirit wear, homecoming items, decals & yard signs, etc. Responsible for purchasing items, promoting the sale of items, selling merchandise and tracking inventory.

SPIRIT WEAR INVENTORY: Responsible for keeping track of all spirit wear items in current stock inventory. This includes all items used for display.

SPIRIT WEAR SALES: Will volunteer as schedule permits to help sell spirit wear when sold. The time commitment varies depending on when and where you are selling. Lunch sales are usually on Fridays from 11:15am-12:30pm. Sales also take place at parent open house, freshman registrations, cardinal camp, football games & other Bellaire sporting events.

CORPORATE SPONSORSHIP: Responsible for outreach and solicitation of financial sponsorships from corporations and businesses. Will work closely with Communications in publicizing sponsors in print and on the internet.

RAFFLE TICKET FUNDRAISER CHAIR: Responsible for obtaining prizes, arranging printing of raffle tickets, communicating procedures to Belles, collecting and tracking tickets and monies, and coordinating the actual drawing for winners. Will work closely with Communications to publicize fundraiser and winners.

INDIVIDUAL BELLE FUNDRAISING CHAIR: Responsible for determining fundraising opportunities and communicating procedures to Belles, collecting orders and payments, distributing product, etc.

CAR WASHES: Responsible for booking car wash locations with vendors, soliciting donations from parents of car wash supplies, and organizing those Belles working. Will work closely with Recruitment Chair for volunteers to help.

AD SALES: Responsible for solicitation of ad purchases from businesses in the Belle Directory and on the Belle Website.

COMMUNICATIONS VP (Board): provides oversight & serves as point person for all committees involved in communication of information to Belles, parents, the school and the surrounding communities. These committees will send email and phone messages, maintain bulletin boards and other displays at school, maintain and update the website, prepare and distribute the phone directory, promote Belle activities through school and local news publications and on the BHS school marquee. Other committees will be involved in taking pictures and coordinating memory books, DVDs, and power point shows.

DIRECTORY: Responsible for retrieving current contact information on our Belles and their families then compiling and printing the directory for distribution in September. Will work closely with Ad Sales on ads to be placed in directory.

PHONE / EMAIL COMMUNICATION: Responsible for maintaining the Belle and parent roster and sending phone and email communications as needed.

HISTORIAN: Compile photos, articles and other information about the Belles and events to provide a history of the year. Will work closely with photographers, Cosmo Belle, and other technicians to create lasting memories for each Belle.

PHOTOGRAPHERS: Will take pictures at school, competitions, football games or other Belle events. Will work closely with historian to distribute those photographs.

POWER POINT PRESENTATIONS: Responsible for creating power point shows for Belle events such as Belle Ball or other Belle events/parties. Can also be made available for sale.

COSMO BELLE: Responsible for memory book of the year. Will work closely with historian to compile photos, articles, memory pages and other information. Will also coordinate the printing and distribution of book.

PUBLIC RELATIONS / MARKETING: Responsible for the promotion of Belle activities through school and local news publications and on the BHS school marquee.

WEBSITE: Responsible for updating and making improvements to the Bellaire Belles and Spirit Wear websites.

GRAPHICS / DESKTOP PUBLISHING: Responsible for the creation of all flyers, posters, and signage needed by the different Belle Committees.

DISPLAYS AND BULLETIN BOARDS: Responsible for maintaining and updating any displays and bulletin board with current information such as calendars, volunteer opportunities, important notices, rules and guidelines, etc.

SCHOOL LIAISON: Responsible for keeping close relationships with different school staff in order to coordinate football ticket purchases or opportunities for spirit wear sales, approvals of posters or signage, permission for fundraising activities, etc.

COMPETITIONS AND PERFORMANCES CHAIR(S) (Board): provides oversight & serves as point person for all committees involved with Competitions or Belle Performances including Spring Show. The chair and it's committee will provide assistance and coordinate with Dance Directors for costumes, hair and makeup, props, chaperones, transportation, and food. Works with Recruitment chair to solicit parent volunteers.

CHAPERONE COMPETITIONS: Will volunteer to chaperone on out of town competitions.

HAIR & MAKEUP: Will come early to competitions to help Belles with their hair & makeup as well as aid in any last minute costuming crises.

COSTUMES / UNIFORMS: Point person to aid parents in obtaining costumes for solo, duet or ensemble performances at competitions, performances and spring show. Will keep current on new costume ideas and will track any used costumes that might be available from previous competitions. Will work with directors as needed in the sizing, ordering and distribution of uniforms.

SPECIAL EVENTS CHAIR(S) (Board): provides oversight & serves as point person for all committees involved with special events including; Dance Camp, open house, various parties throughout the year, Homecoming events, parent meetings, Belle Ball and Spring Show. Works with Volunteer Coordinator to solicit volunteers to help with food, etc.

DANCE CAMP: Will help as needed in the distribution of paperwork or fundraising information at dance camp. May also work with directors on any meals, snacks, or drinks needed at camp.

OPEN HOUSE: Responsible for the organization of the parent open house in August. Will work closely with other chairs in setup, signage, handouts, snacks, etc. that might be needed.

PARTY PLANNING: Responsible for planning the different parties during the year such as beginning of school pool party, pizza parties during the year and end of year party. Will coordinate booking any locations, ordering and delivery of any food, decorations or supplies while there, and cleanup after. Will work closely with the recruitment committee for parent volunteers.

HOMECOMING ACTIVITIES: Will work closely with special events chair in planning any homecoming activities such as tail gate parties, special food sales after school, or possible after game parties. May also be needed to help in the ordering of gifts for the Belles. Will work with Spirit Wear Chair in obtaining and selling any special spirit items such mums, bears, cardinal memorabilia, etc.

BELLE BALL: serves as a point person for the board to the Belle Social Officers in their planning of Belle Ball. This could include providing ideas or recommendations re. locations, food, decorations, music, photographer, etc. Will also work closely with board on budget constraints or any special considerations.

SPRING SHOW: serves as a point person in the organization of any board activities at Spring Show in May. This includes the sale of flowers to give Belles, possibly a silent auction fundraiser, the presale of power point DVDs, etc.. Will work closely with communications re. publicity of the show.

*Get a friend to join you on a committee! If you have questions, you may call Michele Klutts 713-664-6618 or email her at mklutts@aol.com. You can either e-mail to Michele or mail the form to Bellaire Belles Dance Team * Bellaire High School * 5100 Maple * Bellaire, Tx 77401*