

Bellevue Schools Foundation Representative (BSF Rep) 2010-11 Volunteer Job Description



BSF Reps are an essential link between schools and the Foundation. You are in the best position to help BSF learn how to help your PTSA, Principal and teachers. The new BSF team is strongly committed to a two-way partnership! Your energy and enthusiasm for the mission help us serve students across the district.

Reps work with Foundation staff to raise awareness of BSF among schools' families, PTSAs and staff, and inform BSF of school news. BSF Reps also recruit volunteers for the fall *Phonathon* fundraiser and Table Captains/donors/guests for *Spring for Schools* benefit luncheon.

Key Areas of Responsibility:

Communications Liaison

- Communicate the mission and goals of Bellevue Schools Foundation to your school community: parents, PTSA, Principal, and staff. Publicize BSF programs like the Enrichment & Innovation grants, "Coffee and Learn" events, and Education Showcase (née Education Road Show).
- Talk about BSF at your Back to School, Curriculum Night, and/or PTSA meetings.
- Introduce yourself to the Principal and teachers. Make sure they know about BSF's work in your school.
- Create a BSF visual display in a prominent location.
- Represent BSF at school events throughout the year and take pictures for BSF communications.
- Personalize newsletter articles from BSF for your school and PTSA. Share news and events from your school with BSF.
- Answer questions about BSF from your school community. Provide feedback to BSF on programs currently funded at your school, and your school's and PTSA's needs.

Phonathon – Week of November 8th, 2010

- Recruit volunteer callers for Phonathon: parents, HS students, teachers and principals.
- Recruit volunteers for the post-Phonathon mailing party. This is a great opportunity for outreach to parents not already involved in the school, such as those learning to speak English!
- Consider volunteering to help lead and plan Phonathon – your fresh ideas will make a difference!

Spring for Schools – May 26, 2011

- Attend the *Spring for Schools* luncheon as a guest.
- Serve as a Table captain – bring a table of guests from your school and neighborhood, including PTSA Presidents and members, teachers, principals and parents.
- Consider joining the planning committee – volunteers are needed for grant displays, audience development, centerpieces, and more!

BSF Reps meetings are held several times per year with a Phonathon training in late fall. Location: At either the Bellevue School District Educational Service Center (ESC) Board Room, 12111 NE 1st St or BSD WISC, 12241 Main Street, Bellevue WA 98005.

Resources:

Mike Crenshaw, Phonathon Chair. (206) 310-1884. mike_crenshaw@att.net

Katrina Freeburg, BSF Annual Giving Manager. (425) 456-4063. katrina@bsfdn.org

Transforming Education. Supporting Students.

www.bsfdn.org