



# LES/BCI Volunteer Orientation Breakfast September 3, 2025

\*PLEASE SIGN IN ON THE SHEET AT YOUR TABLE

Presented by Melissa Healey and Katrina Ventola  
(Volunteer Coordinators)

# Welcome by Principals

Mrs. Buckman - BCI Principal

Mrs. Montez - LES Principal



# Volunteer Opportunities

## Ongoing Opportunities

LES Cafeteria  
LES Media Center  
BCI Media Center  
LES Copy Angel  
BCI Copy Angel  
Bait Shop  
Beacon Store (google form from the school)  
LES Arrival or Dismissal Assistance

## Events

Fun Fair (10/24)  
TSAW – Holiday Week (December)  
TSAW – Teacher Staff Appreciation Week (May)  
Sweetheart Dance (1/31)  
Boys Night Out (TBD)

## One-Time Opportunities

LES/BCI Book Fairs  
LES/BCI School Picture Days  
LES/BCI Field Days (google form from the schools)  
BCI Monster Dash (google form from the school)  
BCI Field Trips (google form from the school/teacher)  
BCI Class Parties (google form from the school/teacher)

# Volunteer Do's

- ▶ Bring your identification
- ▶ Sign in and sign out in front office on paper and computer
- ▶ Dress appropriately
- ▶ Wear visitor badge where it is visible on campus at all times
- ▶ Remain in assigned volunteer area
- ▶ Contact Katrina/Melissa if you cannot make your assigned slot
- ▶ Stay home if you are not feeling well
- ▶ Notify a staff member if a child complains of illness or injury
- ▶ Be a positive role model for students
- ▶ Be aware of safety procedures
- ▶ Ask questions
- ▶ Maintain confidentiality

# Volunteer

## Do Nots

- ▶ Bring siblings
- ▶ Assume responsibility for the discipline of students (this includes verbal reprimands about a child's behavior)
- ▶ Administer medications to students
- ▶ Be left alone with students
- ▶ Discuss student's performance with anyone
- ▶ Leave the area you are assigned to
- ▶ Distribute food to students
- ▶ Take videos & pictures of students
- ▶ Make assumptions (ask questions)

# How to become a volunteer

- ▶ Scan QR code
- ▶ Fill out all fields of PTO volunteer survey
- ▶ Fill in the Raptor Form before coming to volunteer (see future slide)
- ▶ Be sure to bring your ID
- ▶ You will be contacted by one of the Volunteer Coordinators to begin

PTO Volunteer  
Survey



# Raptor System

Before coming to volunteer your first time, please fill out this form in the Raptor system. This will expedite the process. You will still need a valid I.D. to enter the schools each time.

Raptor Form







Volunteer Sign-up Sheet



Feel free to send us an email  
with any questions:  
[Volunteers@jupiterpto.com](mailto:Volunteers@jupiterpto.com)





Thank you for  
volunteering!