



## **Volunteer Protocol**

**The purpose of designating Year Groups to take charge of an event is to make sure ALL Year Groups feel they are part of BSB Sanlitun Events and that ALL parents have been given a chance to help and voice their thoughts and ideas for an event.**

**All events are supported by the PA Executive Committee throughout the planning and executing the requirements that need to be met for that particular event.**

**However, the designated volunteers for the event need to take CHARGE and initiate the meetings of these Event Committees, create a WeChat group if required and start planning the requirements in order to run that event in a successful manner.**

**Here are some general points to remember when Volunteering for an Event:**

- 1. To be there on time as required**
- 2. To work with other Volunteers as a Team**
- 3. To let us know if you cannot work on the event day....**
- 4. To fulfil your part, as every person has a role and is important to make this event happen successfully.**
- 5. To be flexible to help out if required even if it is NOT your area of expertise (we are all in this together many for the first time)**
- 6. Every Volunteer is REALLY appreciated! Anything we do for the betterment of this School is worthwhile and makes our School a better place.**

**When we all make the commitment, and follow it through until the end, we can make every Event a Success.**