



# BEREAN

CHRISTIAN ACADEMY

## BLAZER PARENT ASSOCIATION

### BPA HOW-TO GUIDE

Our goal as a PTO is to support the school's desire to enrich our children's education beyond the classroom and support our school's staff and mission through parent involvement.

- **SIGN UP** online for volunteer roles throughout the year!  
Visit the new BPA Volunteer Website [www.blazerparents.org](http://www.blazerparents.org) and register today!
- **BE POSITIVE** when discussing PTO events. If someone is being negative, find out why. Often times there may be a misperception that you might be able to change. If you don't know the reason something is the way it is, ask!
- **BRAND** – We want to make BCA look good! When creating flyers or outside communication, please use BCA's logos and colors (see specific color listings and logos below)
- **BE CREATIVE & BE A TEAM PLAYER!** If something is not working, don't be afraid to ask to do something differently! Contact me and let's talk about it! With all our eyes pointed towards Christ, as servant leaders at our school, we can accomplish great things for BCA!
- **SOCIAL MEDIA-** Utilize it, but PLEASE refrain from over-posting. Please be respectful and concise. Please make sure you have a point person for each event that will be making posts.

#### WHO DO I CONTACT IF I HAVE A QUESTION?

- Once parents have had a chance to register for "Email Groups" on the BPA Volunteer website, Committee Chairs (list attached) will reach out to each group with communication for upcoming plans/needs. Please first reach out directly to the Committee Chair for questions regarding your event. If you need additional information, please email [volunteer@bereanchristianacademy.org](mailto:volunteer@bereanchristianacademy.org).

#### HOW DO I PUBLICIZE MY EVENT AND MAKE REQUESTS FOR SIGNUPS?

- **TUESDAY BLAZER WEEKLY EMAIL** – Please send any content or attachments you would like included in the weekly email to [office@bereanchristianacademy.org](mailto:office@bereanchristianacademy.org) and copy [volunteer@bereanchristianacademy.org](mailto:volunteer@bereanchristianacademy.org) by 3pm the Monday before.
- **FOLDER FLYERS-** All flyers must be approved by the office prior to handing out. Please email to [office@bereanchristianacademy.org](mailto:office@bereanchristianacademy.org) one week early for approval. We would like to limit the hard copies that are sent home, but if needed, please email [volunteer@bereanchristianacademy.org](mailto:volunteer@bereanchristianacademy.org) to discuss the process for

printing. It is very expensive to print color copies in the office so if possible, please seek outside printing sources first. For larger school wide events, hard copies can be distributed to teachers via the office.

- **BCA BPA WEBSITE**- Please contact [volunteer@bereanchristianacademy.org](mailto:volunteer@bereanchristianacademy.org) if you would like to request to have information about your event added to the BPA Volunteer Website
- **BCA Parent Facebook** – Please remember that not everyone is on Facebook so consider multiple forms of communication and providing a link to the BPA website ([www.blazerparents.org](http://www.blazerparents.org))

## **HOW DO I THANK VOLUNTEERS?**

- Please make sure to thank your volunteers! Just a simple handwritten note or email can make your volunteers feel appreciated. There is currently no school budget for thank you events/gifts so please take that into consideration.

## **WHAT IS MY BUDGET?**

- The BPA President will reach out to each Committee Chair at the start of the school year regarding budget and/or method of funding. Please note that many of the events rely upon parent donations or individual event ticket sales. If it is a larger event, please plan to formulate a ticket cost for the event to cover the expenses. Tickets can be sold through the Spirit Store on the main BCA website. Remember when pricing tickets for the online store there is a 3% processing fee. Contact [shead@bereanchristianacademy.org](mailto:shead@bereanchristianacademy.org) at least 2 weeks prior to the start of ticket sales to get it added to the Spirit Store.
- Please note that budgets for events are set for this year so additional requests would only be for questions/suggestions for future event budgets.
- Please use the TAX EXEMPT form when possible (attached).
- Reimbursement forms will need to be provided alongside all pertaining receipts in order to receive reimbursement for event expenses. See “How Do I Get Reimbursed” below for additional information.
- If you go over budget without approval, we will not be able to reimburse the excess.

## **HOW DO I GET REIMBURSED FOR APPROVED EXPENSES?**

- Contact your Committee Chair for a Reimbursement Request Form if you have approved expenses that need to be reimbursed within 2 weeks of the end of the event. Receipts are required.
- Reimbursement forms must be approved and signed by the Committee Chair prior to processing.
- Please allow up to 2 weeks for reimbursement checks to be written.

## **ATTACHMENTS INCLUDED:**

Logos and Colors

Volunteer/Event Descriptions/Committee Chairs

Tax Exempt Form

Event Follow Up Form