

Union Chinese School 聯合中文學校 (2018 - 2019)	Student Name			
Duties Sign-up Form (學校志願職責報名表- 積分制度)	Helper Name			
Minimum 60 points or \$150 per family (每家庭:60 服務值點或150元)	Class			
<i>UCS provides your child(ren) a very affordable language learning opportunity. We cannot run the school without your involvement or financial support. The collaborate effort from every family enables us to run the school and to put all financial resources on the education of your child(ren). Help us and support the voluntary duties system for the benefits of your child(ren).</i>	Contact E-mail			
	Contact Tel #			
	Event Date	points	# of persons Required	Please check
VICE Principal 副校長	Whole Year	65	1	
Accountant supervisor 會計	Whole Year	55	1	
Accountant backup	Whole Year	30	1	Joseph Cole
Payroll coordinator	Whole Year	30	1	Ben Igoe
<b>Teaching Dean - assistant 教務助理 (in training)----Require knowledge of Mandarian Chinese</b>	Whole Year	40	1	
K1 class coordinator	Whole Year	30	1	Darryl Chang
K2 class coordinator	Whole Year	30	1	
Registration co-ordinator (five weeks in September and May)	Whole Year	30	1	Mabel Huynh
****Registration helpers (five weeks in September and May)	Whole Year	30	5	
Data Information System co-ordinator - student/ volunteer record	Whole Year	40	1	Vanessa Capac
School Web-site maintenance	Whole Year	30	1	Monique Wilkes
Volunteer helpers co-ordinator (must help on registration)	Whole Year	40	1	
Printer set up weekly for 16 weeks	Whole Year	30	2	
Student award & coupon co-ordinator (coupon day purchase, trophy, award redemption)	Whole Year	40	1	Helen/ Yong Lin
****student award helpers	4 times / per year	20	5	
Photography (All events)	Whole Year	40	1	Chun Kun Shih
Photography--in training	Whole Year	20	2	
School safty & fire drill co-ordinator	Whole Year	40	1	
****Bell Ringers and safety patrol	8 weeks / per volunteer	30	4	
Speech Contest (Preliminary & Final)	11/3/2018 and 11/17/2018	50	1	Blossom Gao
****speech contest helpers	11/3/2018 and 11/17/2018	20	12	
Drawing Contest coordinator (distribute, collect, judge & display)	11/3/2018 and 12/15/2018	30	2	Ichi Chen/
Drawing Contest helper	11/3/2018 and 12/15/2018	20	1	
New Year Show co-ordinator	1/26/2019 and 2/9/2019	50	1	
****New Year Show helpers	1/26/2019 and 2/9/2019	20	12	
New Year Potluck	2/2/2019	30	1	Monique Wilkes
**** Potluck helpers	2/2/2019	20	12	
Annual Year Book	March/ April 2019	30	1	
****Yearbook helper	March/ April 2019	20	2	
Picnic co-ordinator	6/1/2019	30	1	
****Picnic helpers	6/1/2019	20	8	
CACA Sport / Fun Day Co-ordinator	5/18/2019 (not in UCS)	25	1	Alexis Jemal
****CACA Tug-of -war team	5/18/2019 (not in UCS)	20	6	
Graduation co-ordinator (Graduation parent please)	6/8/2019	20	1	Gloria Shih
School BoxTop	Whole Year	20	1	Carol Lesniewski
<b>Total Points (Thank you very much.)</b>				