

Volunteer Position:	<b>Yearbook Admin Volunteer</b>	Previous Volunteer in Position:	Jackie Leone
Reports to:	Yearbook Coordinator	Volunteer requirement:	Parent proficient in Excel
Report frequency:	when needed		

*Purpose of the Role:* (point form)

- Handle all aspects of the Yearbook Ordering process
- Assist Yearbook SYC Supervisor as needed with notices and postings

*Background notes of position (brief history of the position/role):*

*Responsibilities/Expectation of this position:*

- Prepare Yearbook Order Notices and post around school,
- advertise in BPAC Newsletter,
- send out via PAC Communications
- Collect completed orders and payments
- Track and record orders and payments
- Prepare a report list for distribution in each division for the Yearbook Class Rep
- Prepare blurbs and notices to remind parents to take and submit photos of special events, field trips, sporting events