



BUDDHIST INSTITUTE SUNDAY DHAMMA SCHOOL

(An Educational Division of Sasana Abhiwurdhi Wardhana Society)

BUDDHIST MAHA VIHARA, 123, Jalan Berhala, Brickfields, 50470 Kuala Lumpur, Malaysia
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VOLUNTEER NEW STAFF REGISTRATION FORM

(To be filled in Clearly & in Block Letters)

I wish to **register** myself as Volunteer / Assistant / Helper / Facilitator / Teaching position / Non-teaching position for **BISDS YEAR 2020 Session**
(You can choose more than one positions).

Name (as per NRIC) :		Gender: Male / Female	
NRIC No:	Mobile No:	House Tel:	
Home Address :		(write clearly) Email :	
Employer :-		Position :-	
Your Current or Previous Position in BISDS: (if any)	BISDS Teaching position (name of class): (if applicable)		
	BISDS Non-Teaching position (Name role) (if applicable)		
No. of Years Served as volunteer or Studied as student in BISDS up to date :- _____ (Years) (if applicable)			
If you have any children in BISDS, please give name and class name attended previously or currently : (if applicable)			

I wish to applied for **preferred position for this session : YEAR 2020**

You can choose more than one position, including volunteering as Volunteer / Assistant / Helper / Facilitator / Teaching and / or Non-teaching .

(please indicate your preferred positions in the appropriate box)

Class Assistant / Class Helper / Class Volunteer / Class Facilitator & Teaching Position		NON-TEACHING POSITIONS Volunteer / Assistant / Helper / Facilitator	
English Class :-		Auditor Dept	
Age Group 6 to 9 yrs		Assistant Treasurer Dept	
Age Group 10 to 12 yrs		Assistant Secretary Dept	
Age Group 13 to 16 yrs (#)		Bookshop Dept	
Age Group 17 yrs (Youth) & above		Registration Dept	
Adult Class (English version)		Information / Security Dept	
Blooming Lotus (Age Group 4 & 5 years old)		Choir Dept	

Class Assistant / Class Helper / Class Volunteer / Class Facilitator & Teaching Position		NON-TEACHING POSITIONS Volunteer / Assistant / Helper / Facilitator	
Orientation Class :-		IT and Communication Dept	
Age Group 6 to 12 yrs		Puja Dept	
Age Group 13 yrs & above		Project Dept	
		Resource Dept	
Mandarin Class :-		Examination Dept	
Age Group 6 to 8 yrs		Training & Recruitment Dept	
Age Group 9 to 12 yrs		Student Welfare Dept	
Age Group 13 to 16 yrs (#)		Food & Beverage Dept	
Age Group 17 & above		Volunteer Group Dept	
Adult Class (Mandarin version)		Staff Welfare Dept	

Notes :-

1) Positions applied for are subject to the following:-

- a) First come, first serve basis and availability.
- b) Attendance, performance, skills set, commitment, contribution etc.
- c) Participation in BISDS school events and activities, staff meetings, staff training and etc.
- d) Based on BISDS needs and requirements.

2) Teachers of these student's age group (#) are required to play an active part to lead & mentor and guide their students for activity based learning which include activities such as :-

Class age group (#)	
a) Sanghika Dana	e) Kathina Day
b) Concert & Prize Giving	f) Children Fellowship Camp
c) Dana In Action	g) MBE Preliminary Exam
d) Teens Experiential Program	h) Teens Camp

4) Staff Meetings:-

- a) We encourage all BISDS Staff (teaching & non-teaching) to be present at all staff meetings.
- b) The BISDS Staff must have at least 50% or more attendance of the staff meetings.
- c) Minimum one teacher from each class must attend to represent their class during the staff meeting.
- d) All BISDS staff attending must sign the attendance list. If BISDS staff did not or forgot to sign attendance list, are deemed to be absent.

5) BISDS school events and activities:-

Full participation by BISDS Staff are encourage.

Active participation must be at least 50% or more of the BISDS school events and activities.

a) Beginning Year Staff Briefing.	i) Sanghika Dana
b) Devotion Day	j) Kathina Day
c) Concert & Prize Giving	k) BISDS Student's Annual Trip
d) Staff Training	l) Staff Fellowship CNY Pot Luck
e) Staff Dana	m) Lantern Night
f) Wesak Day	n) Year End Staff Briefing & Appreciation Lunch.
g) Staff Meeting	o) Family Day
h) Teens Camp	p) Staff Fellowship Trip

6) Closing Date for Submission to be on / before 31st October 2020.

7) Please contact the following if you require further details :-

Bro. David Kong (012-273 4928) on Teaching positions.

Bro. KL Tan (012-228 5497) on Non-Teaching (Administrative) positions.

8) In case of emergency, persons or next of kin to contact:-

a) Name: _____ Contact No: _____

b) Name: _____ Contact No. _____

I have read & understood the above and will abide by it. Also, the terms and conditions as stipulated in BISDS Staff Handbook.

Signature : _____

Date :- _____

Name - _____

**I would like to take this opportunity to thank you for your tireless
and continuous contribution in BISDS.**

May the Blessing of the Triple Gem be showered upon you and loved ones.