

**St. Thomas More Parish School
Parents Club
Family Fundraising Handbook
2011-2012**

Fundraising Coordinator: Melanie A. and Annette L.

Parents Club – Mission Statement

Parents Club exists to support the overall mission of the school. The objectives used to accomplish our mission are:

1. Raising money for St. Thomas More Parish School.
2. Providing social activities that bring staff, students and parents together.
3. Providing educational programs of interest to parents.
4. Supporting the school administration and teachers in their ministry as Catholic educators.

Introduction

Recognizing the need to raise additional money for the benefit of our school, without disrupting the educational school day, the St. Thomas More Parish School Commission has adopted a “cafeteria style” program to meet our fundraising needs.

School Commission adopted the new program in January 2002 and the changes are derived from the directives of the 2001 Case Statement.

This program allows school families to choose between the various fundraisers operated by Parents Club, and a direct contribution choice to meet a minimum fundraising obligation. This minimum fundraising amount is determined annually and based upon the necessary and appropriate expenses associated with the Parents Club budget which includes an amount given directly to the school. Approximately 90% of funds raised go directly to the school operating budget, with the remaining 10% used for indirect and other needs of the School.

Basic Procedures

At the time of registration in March, each family will complete a “Family Fundraising Agreement” form and return it along with their school contract. On this form, you will review the available fundraisers, estimate your direct contribution amount, and sign the agreement section to acknowledge that you will meet your minimum fundraising obligation.

Also, in the event your fundraising efforts exceed the minimum amount for the year, you will be able to select, from a pre-approved list, where you would like the excess funds to go. This list was jointly developed by School Commission, Parents Club and the school administration to target specific areas of need within our school community. Please see page 2 of the “Family Fundraising Agreement” form for the 2011-12 school year.

You may change your direct contribution estimate or your options for any excess profits you have earned at any time by completing a revised “Family Fundraising Agreement” form and returning it to the Parents Club Fundraising Coordinator.

The Parents Club Fundraising Coordinator will provide each family with periodic statements so the family can see how they are progressing toward their minimum fundraising obligation.

Please keep in mind that what counts towards meeting your fundraising obligation is the **profit earned** from your fundraising efforts and not total sales.

The fundraising year will start in May and end in April of the following year. Thus, all profits raised or received from May 2011 through April 2012, will count toward your fundraising obligation for the 2011-12 school year. Ivar’s Concessions is a little different. For example, the profit earned from working in Ivar’s Concessions in April 2011 will count towards your minimum fundraising contribution for the future 2011-12 school year.

Specific Fundraisers

Magazine Sale – The magazine sale typically takes place in late September or early October of each school year. Those families participating in this sale will be given order forms and a booklet listing the magazines available for sale. There will be 2 weeks in which to collect your orders and payments before turning your orders and payments in. The chairperson then verifies and submits the orders to our supplier, *QSP*, for processing. It typically can take up to 6 weeks for your customers to start receiving their magazines. New subscriptions and renewals can be processed through the fall sale or anytime online at QSP.com.

This sale has a 40% profit margin, so for every \$100 in sales there is \$40 in profit.

Chocolate Sale – The chocolate sale takes place in early spring (February or March) typically ending before Easter break. Out of necessity this sale is on a preorder basis, so if you choose to participate in the chocolate sale you may not change your mind once your pre-order has been placed. Those families who do participate will be given forms and information to sell the chocolate and collect payment from their customers. There will be 2 weeks in which to collect your orders and payments before turning your orders and payments in. The chair will then order enough chocolate to fill the orders. Once the school’s order is placed with our distributor, it will take approximately 3 weeks for the chocolate to be delivered, sorted and distributed back to the school families.

Also, there will be additional chocolate to sell in the event you wish to do so. We currently have a wide offering of items for sale including solid chocolate bunnies, chocolate almond bars, chocolate crisp bars, caramels, mints, chocolate covered almonds, and peanut butter cups.

The chocolate sale has a 50% profit margin, so for every \$100 in sales there is \$50 in profit.

Scrip – Scrip is a year-round fundraiser. With this program, you buy gift certificates from Parents Club at face value, while Parents Club purchases these gift certificates at a discounted value, the difference being the profit Parents Club receives.

Scrip has an average 5% profit margin, so for every \$100 of Scrip purchased, there is an average \$5 in profit.

Scrip is available for purchase in the southeast corner of the parking lot before or after school most days. It is also available in the Parish Hall on the weekends after masses. Scrip is not available from the school office staff.

Ivar's Fundraising opportunities at Safeco, Qwest, and Husky Stadium

Ivar's extends opportunities for parents to work at Safeco Field during the Mariners baseball season, Qwest Field during the Seahawks football season, Husky Stadium during the University of Washington football season and other events at any of these venues in which they are contracted for service. We are there to earn money for our school fundraising requirements by volunteering our time to work at Ivar's concession stands such as Ivar's, Kid Valley, and/or Grounders Garlic Fries. The school has entered into a commitment with Ivar's, not unlike any other job, to perform a duty for which we will be paid. That means that they expect from the parents of STMS the same level of commitment and job performance as they would their own employees.

We commit to be onsite 2 ½ hours prior to the beginning of any games or events, will wear the required uniform of black pants, closed toed shoes, and Ivar's shirt as provided. Depending on the venue we will have the appropriate permits to work; Husky Stadium Food Workers Permit, Safeco and Qwest fields the Alcohol class 12, Tips and Food Worker Permits (both these venues sell alcohol). Food worker permits can be obtained from the County Health Department (Snohomish Health District - 425-339-5260; King County – 206-296-9791) for typically \$10. Ivar's provides, at their training classes only, the Class 12 and TIPS permits at no costs. Other locations can be approximately \$50.00 and up. Carpooling is set up for each game.

Our roles include and are not limited to: set up of stand, cashiering, serving beverages, food expediting, wrapping of hot dogs, sweeping floors, washing dishes, all clean up, and other duties as assigned. Age requirements allow a limited amount of minors under the age of 18, minimum age of 16.

Ivar's provides us with a 15 minute break, a meal, beverages, uniform shirts, potential for parking lot or season bonuses beyond the per game payment. The fundraiser contract is renegotiated each year, thus we are not guaranteed to be involved each year. Also, the number of volunteer spots available is limited, so sign up for volunteers is on a first come, first sever basis. Volunteers/Parents will not be signed up for dates unless all required permits are obtained. Parents sign up for dates they wish to work and must assist the Chair in finding a substitute if one is needed. Contracts do say that if we do not show up as scheduled we can be charged \$50 per person per game for each person who does not meet this obligation. This charge will be added to your fundraising totals.

Depending upon the contract, venue, and volunteer slots we work at, there is approximately a minimum of \$50 per person in profit for each game/event worked. Actual games worked are tracked and credited to each family fundraising account as funds are received from Ivar's, approximately one month after game/event worked.

Gift-wrap – The gift-wrap sale typically takes place in mid to late October. Our supplier for gift-wrap is *Sally Foster*. They offer a wide variety of high quality wrapping papers and gifts at very reasonable prices. Those families who do participate will use the provided sales information kits to help them sell shopping cards in various denominations and collect payment from their customers. There will be approximately 1-½ weeks in which to sell shopping cards and collect payments. The chair will then turn the information into the *Sally Foster* rep to activate the shopping cards. The cards are then used to place orders online. Online sales using a credit or debit card can be made as well. You can continue to earn fundraising credits throughout the school year by placing *Sally Foster* orders online. Go to www.SallyFoster.com<<http://www.SallyFoster.com>>. Click on the Seller Section link and complete the registration process. Be sure to enter our school number (305629).

This sale has a 50% profit margin, so for every \$100 in sales there is \$40 in profit.

Cookie Dough Sale – The cookie dough sale takes place usually once during the school year. Those families who do participate will be given forms and information to sell the cookie dough and collect payment from their customers. There will be 2 weeks in which to collect your orders and payments before turning your orders and payments in. The chair will then order enough cookie dough to fill the orders. Once the school's order is placed with our distributor, it will take approximately 3 weeks for the cookie dough to be delivered, sorted and distributed back to the school families.

We currently have a wide offering of items for sale including several flavors of cookie dough, pretzels, funnel cakes, and churros.

The cookie dough sale has a 50% profit margin, so for every \$100 in sales there is \$50 in profit.

Wreath Sale – The wreath sale takes place in November. The vendor we use is Alpine Farms, www.alpinefarms.com. This sale is on a preorder basis. Those families who do participate will be given forms and information to sell the wreaths and collect payment from their customers. There will be 1 1/2 weeks in which to collect your orders and payments before turning your orders and payments in. The chair will then order enough wreaths to fill the orders. Once the school's order is placed with our distributor, it will take approximately 10 days for the wreaths to be delivered, sorted and distributed back to the school families.

The profit margin depends on the method that the item is sold. If you sell items through the pick-up-at-school method, your profit will be approximately \$10 per item. If you use the send-a-gift method where the item is shipped directly from the farm to an address, then the profit is approximately \$5 per item.

Pizza Kits – This sale occurs in the spring. The kits are frozen and contain everything you need for a pizza. Families are given forms and information to sell the pizza kits and collect payment from their customers. They sell for approximately \$15 and the fundraising profit is \$5.

Direct Contribution – If you choose, you may satisfy all or part of your minimum fundraising obligation with a direct contribution to Parents Club. For every \$100 there is \$100 in profit. You may pay this monthly (May through April) or three times a year (October, January and April). Please make your checks payable to St. Thomas More School Parents Club. If payment is sent when school is not in session, please mail to: Fundraising Coordinator, c/o St. Thomas More School, 6511 176th Street SW, Lynnwood, WA 98037.

Other Policies

“NSF” Checks – The School and Parents Club operate on a very restricted budget. Parents Club is charged a bank fee for checks written for items sold through the fundraisers, or for a direct contribution, that are returned for insufficient funds. This fee reduces the amount of funds available to support Parents Club mission to the School.

Starting with the 2004/2005 school year, if a family writes a check which is returned “NSF” and Parents Club incurs a fee for this, the family will be required to reimburse Parents Club for the amount of the fee. Additionally, any profit credited toward the family’s minimum fundraising obligation for which a check has been returned NSF, will be suspended until Parents Club is able to submit the check for full payment or alternative payment arrangements have been made. The fundraising coordinator will notify the family if this should occur.

Other school fundraisers that do credit your family fundraising obligation:

Safeway – eScrip

- Information available from the Scrip sellers.
- Sign up online.
- Friends and family can help earn too. Just provide the scrip people with their names so that you can get credit.

Entertainment Books

- The Entertainment Books are for sale usually in the fall. Approximately 20% of the sale goes toward your fundraising obligation.

Other school fundraisers that don't credit your family fundraising obligation, but still help our school:

Albertsons – Community Partners Card

- Available from the Scrip sellers
- Need to scan the Community Partners Card during a transaction with your Preferred Savings Card one time only to link the cards together.
- Friends and family can help earn too.

Box Tops for Education

- Collect Box Top for Education coupons from General Mills, Pillsbury, and Betty Crocker products and turn them in to the school office.

Labels for Education

- Collect Campbells Soup labels and UPC's from Pepperidge Farm products and turn them in to the school office.

Printer Cartridges

- Bring in your used printer cartridges, deposit them in the school office's box with a green top, and help raise money for the school.

Schoolpop.com

- This site will contribute a percentage of your purchases back to our school. Log on to their web site for more detailed information.

Target's "Take Charge of Education"

- If you have a Target credit card, you can enroll in their program that gives money back to schools of your choice. See Target.com/Education.