

**St. Thomas More Parish School
Parents Club
Family Fundraising Handbook
2015-2016**

Fundraising Coordinator: Claudia R. and Holly R.

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, parents and families together.
3. Providing educational programs of interest to parents and/or families.
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 is updated annually and 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 by Parents Club.

Basic Procedures

At the time of registration, 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 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 2015 through April 2016, will count toward your fundraising obligation for the 2015-16 school year. Ivar’s Concessions is a little different. For example, the profit earned from working in Ivar’s Concessions in April 2015 will count towards your minimum fundraising contribution for the future 2015-16 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, Great American, for processing. It typically can take up to 6 weeks for your customers to start receiving their magazines. Magazine sales may also be completed on-line throughout the school year.

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 (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 payment 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.

There may 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 raisins, 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. Percentages are listed on Scrip sheet.

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 Sundays. More sellers means more times to purchase. Scrip is not available from the school office staff.

Ivar's Fundraising opportunities at Safeco, Centurylink & Husky Stadium:

Ivar's extends opportunities for parents to work at Safeco Field during the Mariners baseball season, Centurylink Field during the Sounders Soccer 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, Kidd Valley, Garlic Fries, Taco Bar, etc. 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 STMPs the same level of commitment and job performance as they would their own employees.

We commit to be onsite 2-2 ½ hours prior to the beginning of any games or events and will wear the required uniform of long black pants, closed toed shoes and Ivar's shirt as provided. Depending on the venue we will have the appropriate permits to work ie. Husky Stadium: Food Workers Permit and at Safeco and Centurylink fields: the Washington State Liquor Control Board Permit and the Food Worker Permits (both these venues sell alcohol). Food worker permits can be obtained through the County Health Department and on line, they typically cost \$10.00. The Washington State Liquor Control Board Permit can be obtained on line and are \$50.00 and up. Carpooling is set up for each game. The season begins in March/April thus monies are deposited the following September and typically ends in December. All monies earned March through August are for the next school year.

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 and uniform shirts. 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 serve 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 state that if we do not show up as scheduled we be charged \$50.00 per person per game for each person who does not meet this obligation. This charge will be added to your fundraising totals.

Depending on the contract, venue, and volunteer slots we work at, *there is approximately a minimum of \$50.00 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.

Gifts/Gift Wrap

The gifts/gift wrap sale takes place in November. Our supplier is Great American, they offer a wide variety of high quality wrapping papers and gifts at very reasonable prices. This sale is on a preorder basis, so if you choose to participate in the gifts/gift wrap 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 gift wrap and collect payment from their customers. There will be approximately 2 weeks in which to collect your orders and payments before turning your orders and payment in. The chair will then place the order with our distributor, and the gift-wrap will be delivered and distributed to the participating families in about 2 weeks. This may also be done on-line.

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

Cookie Dough Sale

The cookie dough sale takes place 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 them 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 and coffee cakes.

The cookie dough sale has a 40% profit margin so for every \$100 in sales there is \$40 in profit.

Wreath Sale

The wreath sale takes place in November. 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 to 2 weeks in which to collect your orders and payments. 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, the profit is approximately \$5 per item.

Pizza Cards

The sale occurs in/around February. We sell the cards that are coupons for discounts on Papa Murphy's Take Out Pizza. Families are given order blanks and information to sell the pizza cards and collect payment from their customers. The cards sell for \$5 each and the profit is \$4 per card sold.

Mums

This sale occurs either for All Souls Day or Easter as a way to remember special people and decorate the church at the same time. Mums are ordered, delivered to the church and then the plants are collected by purchasers after the mass. The profit per plant is approximately \$5.00. This will be advertised through the Wednesday envelope.

Entertainment Books

The sale begins in September so as to be sure everyone has their books available to use beginning November 1! Books are distributed through the oldest student in the school. Books are then either paid for or returned in perfect condition. There is typically 50% profit for each book sold.

Donation

If you choose, you may satisfy all or part of your minimum fundraising obligation with a donation to Parents Club. ***For every \$100 donated there is \$100 in profit.*** This is paid in 3 equal payments, due on October 31, 2014, January 31, 2015 and April 30, 2015. Checks are to be made payable to St. Thomas More Parish School Parents Club. If payment is sent when school is not in session, please mail to: Fundraising Coordinator, c/o St. Thomas More Parish 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.

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 (small amount towards fundraising)

- 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.

Bartell's - eScrip

- Information available from the Scrip sellers.

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

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.

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.

Coke Rewards

- MyCokeRewards is a school program in which schools can save points to earn school supplies and equipment. Coke points can be found on any Coke product and they can be entered at www.mycokerewards.com. Once entered, just donate them to STMS under the school donation tab on their website! You can also donate your Coke Product cap lids to the school. When enough points are tallied/recorded, the school shops from the Coke Rewards Catalog for things like PE equipment, recess games, Legos and various other fun items offered.

These fundraisers or educational support activities do provide educational materials and funds for the school. Please support these programs.