

PARENT PARTICIPATION PROGRAM

Volunteering for Our Lady of Humility School during the course of the year is important for the effective operation of the school. It adds to the spirit of our school and contributes to the school community. The total cost of educating your child is only partially covered by tuition, and it must be subsidized by fundraising to raise money or volunteering to save money. The balance is then generously covered by the Parish. It is your participation that brings success to these endeavors. Without the income provided from Bingo and Special Events, the tuition would increase approximately \$300.00/child. Bingo and raffle ticket sales are especially critical programs as the income is generated outside the OLH school community. **All school families are required to participate in a Parent Participation activity.**

Please review the attached list of jobs available and list your 3 preferred choices (note them as 1, 2, and 3) on the registration form and provide this form along with your other Registration Forms. We will try to honor your requests, but priority will be given to those families that have been at OLH the longest. The number of positions available for each job is listed in parenthesis in the description. Notice of Assignments may be provided by the end of the school year but no later than August 1, 2016.

If volunteering for a designated program is not possible or desirable, the buy-out option is available and requires a \$695.00 payment. **Payment is due no later than the first Monday of September after Labor Day**

Please note that any Coordinator, Captain, or leadership position must be approved by the Principal and the Parent Participation Coordinator.

In addition, all Raffle Ticket money must be sent to the school office by April 1st. Failure to pay for the raffle tickets by April 1st, will result in a non-compliance assessment.

If during the course of the year you do not fulfill your obligation, a penalty up to **\$760.00** may be assessed and is payable upon notice.

Volunteering for any other activities in addition to the assigned activity, is appreciated, HOWEVER, there is no additional credit given. Further, the additional activity does not absolve the responsibility from the assigned program.

FUNDRAISING – Special Events

1. AUCTION – (includes the sale of 5 Raffle Tickets)

Auction Coordinator (1): The Auction Coordinator is responsible for working with the principal to make sure the auction is organized effectively and run properly. This is 2 year commitment. The first year the Coordinator runs the auction. The second year the Coordinator works in an advisory capacity to the newly appointed Auction Coordinator. This position must be approved by Mr. Browne.

Auction Organization / Donation Committee (15): This group is responsible for planning and organizing the annual auction, as well as acquiring auction items through mail, phone calls, and/or personal canvassing of area businesses. The Committee works with the Auction Coordinator and begins meeting monthly in October. Meetings increase to bi-weekly in March, and then weekly in April. Attendance at the meetings is required to meet your obligation.

2. BREAKFAST WITH SANTA - (includes the sale of 10 Raffle Tickets)

Breakfast with Santa Coordinator (1): This person will lead the committee for planning, organizing, marketing and presenting Breakfast with Santa and the craft fair. This position must be approved by Mr. Browne.

Breakfast with Santa Committee (6): This committee will work with the coordinator to prepare the menu, obtain donations for needed items, advertise, decorate, and schedule event workers. The committee is also responsible for identifying ways to increase the revenue for this fundraiser. The committee members must attend the event.

3. FRIDAY FISH FRY- (includes the sale of 10 Raffle Tickets)

Friday Fish Fry Coordinator (1): This person will be responsible for planning, organizing, marketing, and executing a minimum of 2 events during Lent. This position must be approved by Mr. Browne.

Fish Fry Committee (3): These people will work with the coordinator to advertise the event, order food, set-up and decorate, sell tickets, and schedule event workers. The committee members must attend all events.

4. WALK-A-THON - (includes the sale of 10 Raffle Tickets)

Walk-A-Thon Coordinator (1): The Walk-a-thon Coordinator will be responsible for planning and organizing this mandatory Fall fundraiser. He or she will work with Mr. Browne to organize the event, motivate the students, and track the minimum required payment per student. The coordinator must organize snacks, DJ, scheduling the classes, etc. This position must be approved by Mr. Browne.

Walk-a-thon Committee (3): These people will assist the coordinator in organizing the event, obtaining snacks, monitoring the children, and scheduling event workers. The committee members must attend the event.

5. EVENT WORKERS (50) - (includes the sale of 10 Raffle Tickets)

Event workers will be required to work at least 5 events through out the year. The Auction event is required. Other events may include Breakfast with Santa, Fun Fair, School Picnic. Walk-a-thon, Fish Fry, or Open Gym. Event Workers will also be assigned 10 raffle tickets. There will be a mandatory meeting at the beginning of the school year to confirm the assignment of events.

FUNDRAISING - Ongoing

6. BINGO

Bingo Captain (4): This is a 24 month commitment. A Captain is responsible for ensuring that his or her team works their designated Saturday nights, which will be approximately every 5 weeks. He or she is responsible for ensuring that the food is prepared, that workers are scheduled, and that the money is accounted for. The Captain is required to report to the principal monthly via e-mail of any issues and make a quarterly oral report to the Principal Advisory Council (September, December, February and May). These positions must be approved by Mr. Browne.

Bingo Workers (50). This is a 12 month commitment. Each volunteer is scheduled to work approximately every 5 weeks; however, this may vary depending on the number of volunteers. Volunteers will be placed on a team and directed by the Captain. Training will be provided. Specific responsibilities and dates will be communicated during a mandatory meeting that will take place at the beginning of the school year. No more than one absence is allowed over the 12 month period to meet your obligation.

7. PIZZA DAY - (includes the sale of 10 Raffle Tickets)

Pizza Day Coordinator (1): The pizza day coordinator includes: 5 hour tasks per month (8 months total per year). The tasks include distribution of pizza day pre-made forms to each student, collating the pizza orders from the forms via existing spreadsheet, counting the money, depositing money into the FSA account, shopping for pizza day supplies, scheduling workers for setup and cleanup for the event (1 pizza day/month). This position must be approved by Mr. Browne or the Parent Participation Coordinator.

Pizza Day Worker (5): This is a 9 month commitment. These people must be able to work on the day of pizza day each month. It includes serving lunches and requires about 2 hours of work on the day. Tasks include preparation of hot dogs, setup

assembly line for food distribution and cleanup after the last students are served.

8. RAFFLE TICKETS

Raffle Ticket Sales (10): You will be responsible for selling 50/50 raffle tickets for the Auction that will be held at the end of April. The tickets cost \$20 and must be sold and the money returned to the school office no later than April 1st. **All 50 tickets must be sold.**

9. SCRIP

SCRIP Sales Coordinator (1): This is a 12 month commitment. The SCRIP coordinator will be responsible for scheduling workers for after Sunday mass, ordering the gift cards, overseeing the distribution of the gift cards, and accounting for the money. This position must be approved by Mr. Browne or the Parent Participation Coordinator.

Scrip Sales Workers (6): This is a 12 month commitment. Scrip Sales Workers are responsible for working cooperatively with the Scrip Coordinator. Workers are scheduled to a rotating Sunday schedule selling Scrip after 9:00 am and 11:00 am masses.

Scrip Assembler (1): This is a 12 month commitment. Scrip assembly involves the sorting and distribution of Scrip cards. Workers must be available during the afternoon on Wednesday or Thursday to assemble the orders at school during the school year. Time commitment is approximately 1 hour per week 2-3 times per month. This person may also have to fill in for Sunday sales on occasion.

SCHOOL / CHILDREN

10. ASSISTANT ATHLETIC DIRECTORS (includes the sale of 10 Raffle Tickets)

Assistant Athletic Directors (3): These individuals report to and work collaboratively with the Athletic coordinator for the season chosen. All responsibilities assigned to the Athletic Director are areas of potential responsibility. An emphasis is placed on supervision of games and the gymnasium. It is encouraged to coordinate with another family to sign up as a team for athletic director and assistant.

- A. Fall Assistant Director: Boys Soccer and Girls Volleyball
- B. Winter Assistant Director: Boys and Girls Basketball
- C. Spring Assistant Director: Co-ed Track, Girls Soccer, and Boys Volleyball

11. CLASSROOM HELPERS - (includes the sale of 5 Raffle Tickets)

Classroom Helper (3): This is a 9 month commitment. Helpers assist teachers with classroom needs such as cutting out patterns, putting up bulletin boards, reading with the children, helping children with math facts, assisting with projects, working at the Book Fair, and supervising children when necessary. Time commitment is a minimum of 30 hours per school year. Days and times are to be scheduled with the classroom teacher.

12. FSA – (includes the sale of 5 Raffle Tickets)

FSA President (1): This is a 9 month commitment. This person is responsible for coordinating all FSA events, including the Fun Fair, open gym, and the school picnic. The President will also plan and schedule 3-4 school assemblies throughout the school year, as well as organize the Box Top program. The FSA President will automatically be a member of the Principal Advisory Council. This position must be approved by Mr. Browne.

FSA Committee (6): This is a 9 month commitment. The group will work closely with the president to organize the Fun Fair in the Spring, the various open gyms that would be scheduled throughout the year, (most likely October, December, and April), and the school picnic at the end of the year. This group will meet as necessary and at the president's request to complete the necessary planning. They are also required to attend at least 3 of the various FSA events.

13. LABOR DAY PARADE (includes the sale of 10 Raffle Tickets)

Labor Day Parade Coordinators (2): These individuals work together to prepare the float for the annual Zion Labor Day Parade, as well as coordinate the students who will march in the parade. This position must be approved by Mr. Browne.

14. PARENT PARTICIPATION COORDINATOR

Parent Participation Coordinator (2): This is a 12 month commitment. This person is responsible for assigning parent participation positions, monitoring compliance, and working with families to meet their requirements. This person shall also give monthly reports to the Principal Advisory Council. This position must be approved by Mr. Browne.

15. PLAYGROUND SUPERVISOR - (includes the sale of 5 Raffle Tickets)

AM Playground Supervisors (8): This is a 9 month commitment. It involves supervising children on the playground or inside (during inclement weather), ushering children to their respective lines, and monitoring an orderly entry into the school. Morning duties are from at 7:55AM – 8:25AM. All children in their respective lines must be ushered into school before you can leave. You will be required to supervise 2 mornings per week.

PM Playground Supervisors (15): This is a 9 month commitment. It involves supervising children on the playground or inside (during inclement weather), ushering children to their respective lines, and monitoring an orderly entry into the school. The times are approximately 11:55AM – 1:00PM. All children in their respective lines must be ushered into school before you can leave. You will be required to supervise one afternoon per week. You must be at school five minutes before the assigned recess time.

If you cannot work on your scheduled day then you are permitted to find a substitute, but this is your responsibility and not the school's. There will be a mandatory meeting at the beginning of the school year.

OTHER

16. OTHER (includes the sale of 10 Raffle Tickets)

Miscellaneous other positions: If you have a talent or an idea for a position that may benefit the school, you may bring this idea to Mr. Browne or the Parent Participation Coordinator. Any specific designation must be approved to qualify for and satisfy the requirement of Parent Participation.

BUYOUT

17. CASH PAYMENT

Families may elect to pay \$695.00 in lieu of one of the above activities. **Payment is due no later than the first Monday of September after Labor Day.**