

Sacred Heart Catholic School PTC

Points Policy

ABOUT SACRED HEART PTC

Sacred Heart PTC was organized to conduct fundraising projects to help meet the financial responsibilities and requirements of Sacred Heart Catholic School. Any parent or guardian, who has a student enrolled at Sacred Heart in grade Pre-K3 through Sixth Grade, as well as our faculty and staff, is eligible to become a member of the Sacred Heart Catholic School PTC. You become a member by paying the \$5 PTC dues. You are able to vote at any of the meetings once you are a member.

The estimated cost of educating a student at Sacred Heart is projected to be \$8,750+ per student. Since tuition brings in less than two-thirds of this amount per student, the balance must come from outside sources. The Sacred Heart Catholic School PTC is one of these sources.

This year's budgeted PTC subsidy to our school is \$75,000. This is why PTC fundraising is such a vital function of our school and why we ask that **EVERYONE** does their part. Each **family** will need to earn 7 points by working at various events sponsored by the Sacred Heart Catholic School PTC. Each point has a value of \$300. These events require a number of workers to be successful. This is also a **GREAT** way to get to know everyone in our Sacred Heart Family. Working these events can be a lot of **FUN!!**

SACRED HEART SCHOOL PTC SPONSORED EVENTS

(Include but are not limited to)

Annual Golf Tournament – September

This is the first event of the year. This event requires a Chair/Co-Chair. Their job is to organize the event and recruit golfers/sponsors. An auction is also held in conjunction with this event. Workers are needed to check-in golfers, serve food and assist with the auction. The Annual Golf Tournament raises approximately \$20,000.

Charleston Wrap- September

Charleston Wrap is a catalog fundraiser. This is a simple way to collect PTC funds from family and friends who are unable to participate in other SHS events. Information will be sent out regarding this fundraiser at the end of August. This event requires one person to coordinate the fundraiser worth 3 points.

Fall Festival – Halloween (MANDATORY EVENT with the exception of chairs of other major fundraisers approved by PTC officers)

This event is held around Halloween every year. There are many opportunities for you to earn points at this event. The event requires a Chair/Co-Chair. There are also numerous booths, serving line, and an auction. The event raises upwards of \$20,000.

Reverse Raffle and Fish Fry– February

This event is replacing the Valentine's Dinner and Dance. The event requires a Chair/Co-Chair. Workers are needed for this event. This fundraiser will raise approximately \$20,000.

Spring Festival – Palm Sunday (MANDATORY EVENT with the exception of chairs of other major fundraisers approved by PTC officers)

This event is held on Palm Sunday. The event requires a Chair/Co-Chair. There are numerous opportunities to earn points at this event with the many booths, serving line and auction. This event has raised up to \$41,000.

Box Tops

This project only requires one person to count the box tops that have been turned in to the school. Approximately \$1000 is raised each school year from the box tops. The commitment is a full school year and box tops will be collected once a month. They must be cut and sent in at least twice a year.

Aluminum Can Recycle

One person is needed to pick up the trailer and deliver the cans to the recycle center at the end of each recycle period. The trailer must be taken to the recycle center on a Monday.

Approximately \$1000 has been generated previous school years from this project. This occurs 6 – 8 times a year and the average time spent each trip is about 30 minutes.

Domino's Pizza

This fundraiser is held one time per month on the THIRD MONDAY. \$2200.00 was raised the previous year. Workers are needed from 3:30 – 6:30 pm. A bake sale is also held in conjunction with the fundraiser. The chair of this fundraiser will be responsible for publicizing the event and sending home flyers to SHS families. This will be worth 3 points.

ABOUT SACRED HEART PTC POINTS SYSTEM

(Please note the following information is included to clear up any questions you may have. Please do not stress about the point system; view these events as an opportunity to earn money for our school while enjoying fellowship with our Sacred Heart family.)

The Fall Festival and the Spring Festival are **MANDATORY** events. All families **MUST** participate in these two events because of the number of volunteers that are needed to successfully operate these two events. **Each family is required to work a minimum of two points at BOTH Fall and Spring Festivals.** The only exception is if you chair one of the following: Golf Tournament, Fall Festival, Reverse Raffle or Spring Festival. If you chair one

of these major fundraisers, it will be the only required work assignment for your family for the school year.

NOTE: Chairing or co-chairing an event does not exempt you from selling the required number of meal tickets per family for the fall and spring festivals.

EXAMPLES OF POINT VALUE OF EVENTS

7 POINTS AND EXCLUDED FROM ALL WORK SHIFTS (2 PERSON MAX):

- Chairs of Golf Tournament
- Chairs of Fall Festival
- Chairs of Reverse Raffle and Fish Fry
- Chairs of Spring Festival

5 POINTS:

- GAME Coordinator at Fall/Spring Festivals*
- AUCTION Coordinator at Fall/Spring Festivals*
- Head Cook at Fall/Spring Festivals*

3 POINTS:

- Cashiers at Fall/Spring Festivals*

1 POINT:

- Work a designated shift at any event
- Sell at least \$500 worth of items for fundraisers TBD. (Wrapping Paper, raffle tickets etc., these will be optional to give families the opportunity to earn points.)

**These duties require more than a one hour shift, but not quite as much as a Chair/Co-chair of an event or booth.*

1 Point is earned when you work a designated shift at an event. There are no maximum points earned at any event, **HOWEVER, the Fall AND Spring Festivals are BOTH mandatory.** Some events require the help of students - we encourage students to come and help, but their help is voluntary - they will **not** be earning a point. Remember that service hours are required for some students and this is a great opportunity for them to get those service hours! NHS workers must be approved by the chairperson.

The person signed up to work an event (to earn a point) must be an adult - you **cannot** have your elementary aged child come and work in your place. You can have your high school aged child work for service hours with the approval of the chair.

If you sign up to work a shift, and that booth is shut down before your shift starts or soon after your shift starts - you may be assigned another duty. If there are no other duties in need of help, you will receive your point, but only after you have received approval from the chair of the event. You will **not** receive an **extra** point for assisting in another booth during your scheduled

shift time. However, if you work another shift beyond your scheduled time, you will receive an extra point provided the following criteria have been met:

1. The chairperson of that booth must approve your time.
2. This extra shift must be short workers. Please be sure to sign in.
3. You must work the entire shift to get the extra point.

If you sign up to work a shift and then need to cancel within 3 days of the event, it is up to you to either contact the chairperson to let them know that you will be unable to work your shift, or to find someone to fill your position for you.

It is your responsibility to sign in when working a shift. DO NOT leave without signing in. These sheets will be turned in to the PTC Secretary to be entered into RenWeb so that you will receive credit for your time.

EXAMPLES:

2 points earned: You and your spouse can work the serving line at the Fall Festival and your family will earn 2 points.

2 points earned: You can work a shift at the bounce house and your spouse can work a shift at the cake walk and your family will earn 2 points.

You are not limited to 7 points! Throughout the year, there will be many events that may have empty shifts available - please be willing to volunteer your time for Sacred Heart. Remember, these events benefit your children, not to mention the example you are setting for your child. If they see that their education is important to you, it will be important to them.

CHAIRING/CO-CHAIRING AN EVENT

If you chair/co-chair any of these events or booths, you are responsible for:

- Setting up and taking down your event or booth
- Organizing the event or booth
- Making sure all supplies are ordered
- Getting with the treasurer to get any change that may be needed
- Turning in bills to the treasurer in a timely manner
- Making sure that you have plenty of workers
- Seeing to it that all runs smoothly on the day of the event

OTHER SACRED HEART EVENTS

Throughout the school year, there will be many other events that you will be asked to assist with, like being room mother, chaperoning, etc. Although your time and continued dedication to our school and children is valued and greatly appreciated, you will not earn points for working these events. Points are only earned for events that contribute to the PTC subsidy.

HOW DO I SIGN UP FOR AN EVENT/FUNDRAISER

There will be a sign up binder in the school office year round or you may contact one of the PTC officers. During the summer months, please call the office to see if anyone is there before you come to sign up. If you do not sign up for a duty on a mandatory event, you will be assigned a duty.

KEEPING TRACK OF PTC POINTS

The Sacred Heart PTC Secretary is responsible for keeping track of points earned. It is very important that when you work an event, you sign in on the sign in sheet. If you can't find it, ask your chairperson for it. The sign in sheet is turned in to the Secretary for her to record points for each family. Please write clearly so that you get proper credit. This is YOUR responsibility. You will be able to check your point status on RenWeb. The first time you do not fulfill your obligation to an event, your tuition will be adjusted **without** a reminder. Each point has a value of \$300. The adjustment will only reflect the points that you had signed up for and did not fulfill. We do realize that depending on what time of year you register your child at Sacred Heart, there may be no possible way to meet your obligation. This will be taken into consideration. We do ask that every effort possible be made to meet your obligation.

WHEN PTC MEETS

PTC will meet quarterly at a location to be determined. Please refer to the list below:

- August (at meet the teacher) – Welcome Back
- November – date to be determined
- February – date to be determined
- May - Election of Officers – date to be determined

Note: Please read your monthly parent newsletters, sign up for REMIND, or renweb emails for dates of meetings. This is your organization and every dollar raised by this organization goes back to the school and benefits EVERY child, EVERY day. If you ever have any questions or concerns about any of these events or anything in general, please do not hesitate to contact one of the officers. We will be more than happy to help you in any way.

ABOUT BECOMING A PTC OFFICER

The PTC has four officers: President, Vice-President, Secretary and Treasurer. Each office is a two year term. Two new officers are elected every year. Holding an office in the Sacred Heart PTC organization, earns your 7 points. This is to encourage more members to take on an office in our organization. Please understand that holding an office will require you to be involved in

all fundraising activities. If you are interested in any of the positions, please contact one of the present officers.

2018 – 2019 OFFICERS

President: Katie Gross

Vice-President: Brittany Wallace

Secretary: Karissa Kleiber

Treasurer: Holly Garza

Principal: La Donna Voelkel

Pastor: Fr. Matthew Kinney

Please return the following page with your signature to acknowledge that you have read and understand the PTC Guidelines and the Point System.

SACRED HEART CATHOLIC SCHOOL

PTC Guidelines and Point System

I have read and understand the PTC Guidelines and Point System.

Please check one.

_____ I will abide by the PTC Guidelines and agree to fulfill my obligation to earn my family's 7 points by working events throughout the 2018-2019 year. I understand that if I neglect to earn my points, I will be billed \$300 per point not earned.

_____ I DO NOT plan on participating in the Point System and will agree to pay a higher rate of tuition per child.

Father's Signature
(Guardian's 1st Signature)

Date

Mother's Signature
(Guardian's 2nd Signature)

Date

PRINT FAMILY NAME

Sacred Heart PTC 2018-2019

Important Dates

- **September 12th- Golf Tournament**
- **October 27th- Fall Festival**
- **February 2nd- Reverse Raffle and Fish Fry**
- **April 14th- Spring Festival**

Domino's Dates: August 20th, September 17th, October 15th, November 19th, December 17th, January 21st, February 18th, March 18th, April 15th, May 20th, June 17th, and July 15th

Las Fuentes- TBD