



ST. EUPHRASIA
Catholic School

Transitional Kindergarten – 8th Grade

PARENT HANDBOOK DETAILING SCHOOL COMMITMENTS

Service Hours

Parish

Parent-Teacher Council (PTC) Fundraising

Scrip

SERVICE HOUR COMMITMENT

Every family is required to meet the service hour commitment by either volunteering 40 hours+ or buying out of the program at \$400. All 40 hours must be completed by mid-May (date will be designated on Scrip and Service Hours Statement, which is sent home twice a year). All families are required to work at least 5 hours on a designated job for Auction. Up to 10 hours worked after mid-May may be applied to the following school year's commitment. **Hours not completed will be billed to school families at a rate of \$10/hr.** (See handbook re: Virtus training and fingerprinting requirements)

When volunteering at school, all families must sign-in on the list in front of the health office. This list is used to verify hours a family submits on the blue service hour voucher sent home every month. Also, in case of emergencies, this tells us who is on campus.

In order for a family to receive credit for hours worked, a blue service hour voucher must be completed and submitted on a monthly basis:

ST. EUPHRASIA SCHOOL SERVICE HOUR VOUCHER					
NAME: _____			PHONE #: _____		
DATE	ACTIVITY	START TIME	END TIME	TOTAL HOURS	APPROVAL

If service hours are performed off campus for fundraising purposes, the blue slip must be approved by the fundraising chairperson.

A statement will be sent home periodically twice a year. Based on the hours a family has submitted to the school on the blue service hour voucher, this statement will indicate the total number of hours recorded up to a given date. However, it is the responsibility of the family to keep track of total service hours earned.

Families with a child in Transitional Kindergarten & Kindergarten must complete half of their service hours helping the teachers in those grades (am or pm carline, recess, lunch, cleaning toys, etc.). Please sign in to the log in front of the health room. As described above, a blue service hour slip must be submitted monthly showing those hours; however, the teacher must initial next to the entries on the blue slip. Make sure you distinguish any work for Transitional Kindergarten by marking "TK" or Kindergarten by marking "K" next to activity description.

For the numerous families that exceed the 40-hour commitment each year, your service to the school is greatly appreciated!

PARISH COMMITMENT

Every family is required to donate a minimum of \$400 per year to St. Euphrasia Church. Parishioners must use an envelope with a pre-assigned number (from the parish) when making donations. Otherwise, offerings may not be credited to your family account. Parishioners (that haven't been donating at least \$400/year for the past year), non-parishioners and non-Catholics must add the \$400 fee to their total tuition and fees collected through FACTS. Parishioners with a history of making donations for over a year, using a pre-assigned envelope, may choose the option to buy-out of this commitment by adding \$400 to the total Tuition & Fees. The school will forward these funds to the Church on the family's behalf.

Parish donations will be tracked from May 1st through April 30th. In January, the parish secretary will send a list of offerings received through December 31st. Donations should total \$200 or more by that time. Then, in May, the parish secretary will send another list of donations going back 12 months. The total offerings should total \$400 or more. If a family has not met their commitment, the school will send a bill for all or part of the donation. Once a payment is received, the school will submit the funds to the church on the family's behalf.

Please realize that a large percentage of your donation comes back to the school to help fund programs for your children. Since we are a parish school, we receive a very generous subsidy from St. Euphrasia Church on an annual basis.

PTC Fundraising COMMITMENT

Every family is required to participate in fundraising to meet the \$450 commitment or buy-out of the program. Each year the parent-teacher council (PTC) determines which fundraisers will be offered to families. A percentage of return is determined based on what the school earns. This percentage is used to calculate the credit a family will earn toward their PTC commitment. This is a list of this year's fundraisers and how credit is earned toward the PTC commitment:

FUNDRAISER		% RETURN	CREDIT EARNED
Gift Wrap/Magazines		40%	\$1.00spent=\$0.40 credit
Christmas Program Front or Second Row Seats for 8 people for either AM or PM show	\$10 Raffle ticket	100%	\$1.00spent=\$1.00 credit
Silent-Live Auction	Extra Auction Tickets	100%	\$1.00spent=\$1.00 credit
	Reserved Tables	100%	\$1.00spent=\$1.00 credit
	Basket Purchase at Auction	100%	\$1.00spent=\$1.00 credit
	Opportunity/Raffle Drawing – pre-purchase only	100%	\$1.00 spent=\$1.00 credit
	Opportunity/Raffle Drawing – purchase at Auction	0%	No credit given
	Scrip/Cash donations	100%	\$1.00donation=\$1.00 credit
	Class Donations Scrip/Cash donations	100%	\$1.00donation=\$1.00 credit
	Gift Items (receipt req'd)	100%	\$1.00donation=\$1.00 credit
	Solicitation donation	0%	
World's Finest Chocolates		50%	\$1.00spent=\$0.50 credit
Jogathon	Pledges	100%	\$1.00spent=\$1.00 credit
	Shirt	0%	No credit given
	Lunch	0%	No credit given

Since PTC maintains separate books from the school, all payments to them should be payable to "St. Euphrasia PTC". The PTC treasurer will keep track of all credits earned by family, as well as their outstanding balance. A statement will be sent home prior to the Auction. This statement will show the credits earned from completed fundraisers and outstanding commitment balance.

Once all fundraisers are completed, PTC will notify the school office of any outstanding balances. At that time, the families will be billed directly. Payments will be due prior to the end of the school year.

SCRIP COMMITMENT

EVERY FAMILY IS REQUIRED TO BUY \$3,000 IN SCRIP PER YEAR (between mid-May to mid-May) OR BUY-OUT OF THE PROGRAM FOR \$150.

1. **PURCHASE SCRIP DIRECTLY ON THE “SHOP WITH SCRIP” WEBSITE** (www.shopwithscrip.com). “Shop with Scrip” has over 700 options for scrip. They offer “scrip now” which allows you to purchase scrip and receive immediately through your e-mail. They also offer “reload” cards for many vendors. You buy a regular card, and then you may set it up for reloading, rather than buy another card. You need to enroll on the website ahead of time so they can verify your account information (may take 1-2 days). The school’s enrollment code is B6361A469647. There are two payment options on the website:
 - a. Place an order and pay for it on-line by Tuesday 9:00 p.m. Orders will be processed on Wednesday morning. To pay on-line using “presto pay”, you must follow the following directions to set up on-line payment:
 - i. Families will enter their account information and return a day or two later to verify their account information by entering the values of two small deposits made into their account.
 - ii. Once a family’s account is verified, they will be sent an e-mail that contains instructions and a unique approval code that must be shared with the school’s business manager.
 - iii. Once the family gives the business manager their approval code, the school office will verify that code with “shop with scrip”.
 - b. Place an order, make a copy of it, and indicate that you will forward payment to school. The school must receive a copy of your order with payment attached by Wednesday 8:00 a.m.
2. **PURCHASE SCRIP ON THE PINK ORDER FORM** sent home each week. Complete form and submit to the school by 8:00 a.m. Wednesday morning (payment must be attached -- will only accept checks from school family). Based on your designation, the order will either be delivered to your oldest child or held in the office for you to pick up (default). Delivery/pick-up will be available the following Tuesday by 11:00 a.m. If an order is received after 8:00 a.m., or if there are not enough orders to meet the school’s minimum, the order will be processed the following week.
3. **SAVE YOUR DENNIS UNIFORM RECEIPTS**. You will receive credit for money spent on uniforms for the current school year. Send in your original receipts to the business office. You will receive credit on the “subtotal” of the receipt.

If a family has not met their commitment of \$3,000 in scrip purchases by mid-May (exact date designated on Scrip & Service Hours Statement sent home), they will be billed the for the shortage at a rate of 5% of the balance due. Any purchases recorded after the designated end date in May will be applied to the following school year.