



PARENT HANDBOOK DETAILING SCHOOL COMMITMENTS

Service Hours

Parish (revised)

Fundraising

Scrip (no longer required)

ST. EUPHRASIA SCHOOL
17637 MAYERLING ST.
GRANADA HILLS, CA 91344
818-363-5515

REVISED 06/01/2023

St. Euphrasia School

COMMITMENTS HANDBOOK

SERVICE HOUR COMMITMENT

Every family is required to meet the service hour commitment by either volunteering 30 hours+ or buying out of the program at \$420 (funds added to a FACTS Agreement).

All 30 hours must be completed by mid-May. Up to 5 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 \$14/hr.** (See Student-Parent Handbook under "Other Information" re: Virtus training and fingerprinting requirements).

All service hours must be entered on your family's Gradelink account. You will need to enter the service date, number of hours, and activity. 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 enters on Gradelink every month. Also, in case of emergencies, this tells us who is on campus.

If service hours are performed off campus for fundraising purposes, the hours entered on Gradelink must be approved by the fundraising chairperson or school administration.

For the numerous families that exceed the 30-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. Since the parish subsidizes the school, the funds will be collected by the school on behalf of the parish. The Parish Commitment of \$400 will be added to your FACTS Agreement. This new policy goes into effect with the 2023-2024 school year.

For those families that have been donating directly to the parish (using a pre-assigned envelope number or on-line giving) prior to the 2023-2024 school year, you may continue to do this. **Parish donations will be tracked from May 1st through April 30th.** A statement showing your donations must be forwarded to Nancy Gillen in the Business Office at ngillen@stemail.org no later than the second Friday in May. If you have not met all your donations, charges will be processed through FACTS

FUNDRAISING COMMITMENT

Every family is required to participate in Fundraisers and earn a minimum of \$350 in credits or buy-out of the program by adding \$350 to a FACTS Agreement.

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 Fundraising commitment. This is a list of potential fundraisers and how credit is earned toward the PTC commitment:

FUNDRAISER		% RETURN	CREDIT EARNED
Gift Items and Gift Wrap	On-line purchases	40%	\$10.00 spent=\$4.00 credit
Restaurant Nights	Receipt submitted (subtotal counted)	20%	\$10.00 spent=\$2.00 credit
See's Candies	On-line purchases	25%	\$10.00 spent=\$2.50 credit
Jog-a-thon	Pledges	75%	\$10.00spent=\$7.50 credit
Christmas Program Front or Second Row Seats for 8 people for either AM or PM show	\$10 Raffle ticket	100%	\$10.00spent=\$10.00 credit
Raffle (cash and other prizes)	15-\$10 tickets (paid as part of a family tuition plan)	0%	No credit
	Additional \$10 tickets sold	100%	\$10.00 spent=\$10 credit

Once all fundraisers are completed, families with outstanding balances will be billed and the charges will be processed through FACTS.

SCRIP COMMITMENT (NO LONGER REQUIRED)

Although the school no longer has a Scrip Commitment, families still have an opportunity to purchase scrip. Orders will no longer be processed weekly; however, a list of processing dates will be published in the weekly newsletter.

To purchase scrip, you must set up an account on [RaiseRight.com](https://www.RaiseRight.com) or the RaiseRight mobile app. The school's enrollment code is **B6361A469647**. **You must set up a payment by entering bank account or credit card information on the website or the app to process scrip orders. The school does not accept payments by way of cash or checks.**

Scrip orders paid and submitted by 9:45 a.m. on the published order date will be processed for delivery the following Wednesday. Once your order has been processed, there are no exchanges, returns, or cancellations permitted. All physical gift card orders will be sent home with the oldest child. However, if you reload a gift card (purchased through the website or app) or buy an e-card, the order will be processed within hours of submitting it.