

Home School Association

Parent Involvement Program (PIP)

School Year 2016/17

Our Philosophy

The Academy of St. Therese believes that the education of our students is a partnership with our families. We encourage parent/guardian involvement through our Parent Involvement Program (PIP). Tuition and fees do not cover the full cost of education at the Academy of St. Therese. The difference is made up by financial assistance contributed by various fundraising and volunteering activities. Families are asked to volunteer for a variety of activities at the Academy of St. Therese. Any volunteer working in direct contact with students must complete "Protecting God's Children." The program is an opportunity for each family to help us accomplish our common goal in providing a solid Catholic Education, in a healthy, safe environment for academic success. Volunteering within our school community helps both children and parents form strong bonds both within and outside the school.

PIP Guidelines

Each family with a student enrolled at the Academy of St. Therese is required to volunteer 150 PIP points plus their choice of one additional "Major Event" to work as a volunteer. PIP points can be completed both daytime and/or nighttime in order to facilitate both working and non-working parents. PIP points must be completed no later than May 31st. If your commitment has not been fulfilled during your scheduled volunteer time you will be billed at a rate of \$5 per point. This charge will be billed via FACTS and added to your current tuition the following month.

Opt/Out

A family may choose not to volunteer their PIP commitment and instead pay the value of their contractual time. The value of 150 PIP points is \$750. Because PIP is part of the contractual agreement of the school, this payment will need to be made to the school by August 31, 2016.

VOLUNTEER PROGRAM DESCRIPTIONS

Major Events

We need guaranteed volunteers for each of our major events in order for the activities to run smoothly. Each family will choose which event they would like to be assigned to as a volunteer in addition to your point assignments. **Exemptions do not apply to Grocery Card Program.*

• Raffles

- **Chairperson (150 points + Exemptions)** Prepares and submits applications for licenses necessary to sell tickets for any and all raffles including Tricky Tray, Wine Tasting and the Spring Event; prepares and submits reports after conclusion of events; oversees the Calendar Raffle, designs the tickets; distributes the tickets, collects money and tracks sales, schedules and supervises committee members; sends lists of winners each week via email to school families; sends list of winners to the rectory via email to be posted in church bulletin; prepares and submits reports to the HSA Board via liaison.

• Volunteer*

- Sell raffle tickets before and after masses during the months of December and January

**Must be available to sell tickets at a minimum of three masses during the months of December and January*

• Tricky Tray Nov. 11, 2016

- **Co-Chairs (150 points + Exemptions)** Order tickets and checks packaged for correct number sequence; Responsible for all monies from night of the event; works with floor management for “guest relations” night of event; responsible for all accounting and documentation. Coordinates basket wrapping schedule with school/church administration; coordinate with basket committee to number and name all baskets. Responsible for making journal. Coordinates with basket committee to organize and move all baskets as needed. Meet, assist and supervise committee as needed.
- **Reservations (75 points)** Receives payments and records table reservations; tracks payment per family; hands in payments to Treasurer; assign table; distribute tickets; Coordinates with floor set up committee. Position begins in September
- **Basket Leader (125 points)** Shop for basket items and prizes. Purchase wrapping supplies. Coordinates basket wrapper committee. Coordinates with floor set up manager for basket transport/set up for the event night. Coordinates with solicitors for basket items
- **Basket Wrapper (75 points)** Assemble baskets. Assembly hours can be daytime and nighttime hours.
- **Floor Set Up Manager (75 points)** Coordinate with ticket reservation committee on floor plan. Supplies tablecloths, balloons table numbers. Coordinates with basket committee to assist in basket transport on set up night.

- **Night Floor Manager (75 points)** Schedules and supervises basket raffle ticket seller and raffle ticket sellers for event night floor sales. Coordinates with chairs on any guest issues. Coordinates and supervises basket runners
- **Kitchen Coordinator (50 points)** Purchase and set up coffee, tea and water the night of the event; makes sure there are workers in the kitchen; makes sure the kitchen is clean before they leave for the night.
- **Event Night Worker (25 points)** Works event door, kitchen, selling tickets, etc.
- **Volunteer*** Set up; clean up; ticket selling
**Must be available to work the night of the event*

• **60th Anniversary Casino Night Out (Spring 2017)**

- **Co-Chairs (150 points + Exemptions)** Organize, produce, and promote event; direct and supervise committee; prepare and submit timely compliance, financial, and PIP points reports
- **Committee (75 points)** Create and disseminate publicity via various media; Design, print and distributes invitations/tickets; receives/records reservations; supervises check in table; assigns table; Assemble baskets for tricky tray portion of event; Create/design ad journal with prize list and ads from solicited business
- **Volunteer*** Set up; clean up; ticket selling
**Must be available to work the night of the event*

• **Wine Tasting (Fall 2016)**

- **Chairperson (150 points)** Organize, produce, promote event; direct and supervise committee; arrange for entertainment, catering, tickets, decorations, and raffles; collects monies; prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Committee (50 points)** Assists with all of the above. Must assist with set up night before and clean up night of the event.
- **Volunteer *** Set up; clean up; ticket selling
**Must be available to work the night of the event*

Full Year Positions

- **Solicitation (150 points)** For Tricky Tray and 60th Anniversary Event Under the direction of the event chairs, this committee actively pursues donations for raffle prizes. As part of solicitation, person shall visit stores to request donations and/or send requests via mail/email. Solicitation starts in summer

- **Spirit Wear (75 points)** Designs new apparel; orders, promotes, and distributes apparel; collects monies, prepares and submits timely financial reports to the HSA Board via liaison. Organizes Field Day t-shirt contest, orders Field Day t-shirts and distributes them
- **Class Parent Two per grade (25 points)** Assists with class functions as requested by the teacher; collects money at beginning of the school year for parties, provides end of the year gift for teachers; Decorates door during Catholic Schools Week; participates in teacher appreciation week
- **Uniform Exchange (75 points)** Collects and maintains gently used uniforms; keeps inventory on file; assists parents in retrieving uniforms when requested; displays uniforms at general meetings, on half days and at other pre-arranged times; sends reminders of program a minimum of four times per year

• **Rebates & Rewards**

- **Chairperson (100 points)** organizes, collects and redeems Box Tops for Education, Labels for Education and promotes sign up for the Stop & Shop A+ Program, Shoparoo, Target, Amazon Smile, etc. Promotes program with monthly incentives and monthly classroom contests. Sends monthly reminder emails to school for label collections. Prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Assistant (50 points)** will help with the clipping and organization of the labels

• **Shop with Scrips**

- **Coordinator (100 points)** Implements new program. Coordinates, directs and supervises all operations; tracks sales for individual stores; maintains running record of school family sales; submits monthly, quarterly reports to the HSA Board via liaison

• **Grocery Card Program**

- **Financial Chair (150 points + Exemptions)** Coordinates, directs and supervises all operations; reconciles all accounts; tracks sales for individual stores; issues checks to box holders for card purchases; maintains running record of school family and parishioner sales; submits monthly, quarterly, and yearly compliance, financial and PIP points reports. Sends monthly statements and reminders to parents/guardians.
- **Grocery Card Scheduler (150 points)** Trains sellers, prepares and distributes monthly schedule for Mass sellers; maintains and audits attendance records of all sellers and provides reminders; submits PIP points reports to the HSA Board via liaison
- **Box Holders (150 points + Exemption)** Places orders and picks up cards from the store as needed to maintain inventory; leaves box at school every Tuesday morning and takes home box every Friday afternoon; drops off and picks up box at the Rectory every weekend (including summer months); makes weekly deposits; works with other box holders to resolve reconciliation issues; prepares and submits weekly sales reports to the chairperson.
- **Church Seller – (150 points)** Issues cards during scheduled masses throughout the year. Including the summer months (averages 2x per month over 12 months) completes all required paperwork to assist box holders

- **Weekday Afternoon School Seller – (150 points)** Issues cards one afternoon each week and fills any folder sales from that day, completes all required paperwork to assist box holders. Needs to arrive at school by 2:00pm
- **Weekday Morning School Seller – (150 points)** issues cards one morning each week, completes all required paperwork to assist box holders. Needs to arrive at school by 7:30am and sell from car in lower lot until 8:30am
- **Crossing Guard (150 points)** Must arrive at 7:45 am regardless of weather conditions and actively keep cars moving in a safe and orderly fashion during morning drop off. Leaves at 8:20 am. Choose which day of the week to be worked entire school year.
- **Lunch Program**
 - **Kitchen Manager (150 points + Exemptions)** Responsible for kitchen inventory; makes sure all lunches are delivered; runs kitchen; required to be present on a daily basis; Sets out placemats, loads carts for distribution by students; cleans carts and placemats; prepares placemats for next day; NO COOKING
 - **Lunch Coordinator (150 points + Exemptions)** Orders all lunches with vendors; inputs lunches into Orgs Online; reviews and processes all bills
 - **Costco Runner (100 points)** Pick up items from Costco on an as needed basis for the lunch program
 - **Bookkeeper (100 points)** Records all lunch window purchases in the ORGs system
 - **Lunchtime Volunteer Scheduler (100 points)** Creates schedule for lunchtime volunteers
 - **Lunch Volunteers (50 points for each day per month for the year)** Supervise the children during lunch and/or recess. Hours approx. 11:30 am to 12:30 pm

Special Events and Programs

• Kidstuff Books

- **Chairperson (50 points)** Designates order deadlines; promotes and coordinates delivery days; schedules and directs committee; collects monies; prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Committee (25 points)** Assists with planning, promoting and distributing the product. Sells outside of mass during selling period

• Applebee's Breakfasts

- **Chairperson (100 points)** organizes and supervises both events - Winter (Breakfast with Santa) and Spring (Breakfast with the Easter Bunny); Organizes small door-prizes for

children; Schedules and directs committee; collects monies; prepares and submits timely financial and PIP points report to the HSA Board via liaison

- **Committee (25 points)** will serve pancakes and seat guests at restaurant the day of each event

- **Book Fair (Early Spring)**

- **Chairperson (75 points)** organizes and supervises fair; contact and coordinates with Scholastic Books; schedules and directs committee; collects monies; prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Committee (25 points)** will set up and dismantle fair; assists children with purchases and restocks

- **Santa's Workshop (set up weekend after Thanksgiving)**

- **Co-Chairs (75 points each)** organizes and supervises workshop; contacts and coordinates with company; schedules and supervises committee; purchases wrapping supplies; sets up and cleans up room; collects monies; prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Committee "Elves" (50 points)** assist children with their shopping lists and/or gift-wraps the children's purchases

- **Family Fun Oct. 28, 2016 & End of Year**

- **Chairperson (100 points each event - Halloween/Year End)** organizes, produces, promotes and supervises themed event; planning starts beginning of school year; schedules and directs committee, collects monies; prepares and submits timely financial PIP points reports to the HSA Board via liaison
- **Committee (25 points)** Assists with the planning, set up, clean up and chaperoning of the event

- **Pancake Lunch (Mardi Gras) Feb. 28, 2017**

- **Leader (75 points)** organizes and supervises kitchen; provides foods necessary for event; schedules and directs committee; collects monies; prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Team (25 points)**

- **Field Day Lunch** May 26, 2017

- **Leader (75 points)** organizes and supervises kitchen; provides foods necessary for event; schedules and directs committee; collects monies; prepares and submits timely financial and PIP points reports to the HSA Board via liaison
- **Team (25 points)** assists in preparing bags for children; watch over children in the gym for safety

- **Jr. High Dance** *Fall*

- **Chair (50 points)** Organizes, promotes and supervises one inter-parochial dance, arranges for entertainment and refreshments, prepares promotional materials; schedules and directs committee; collects monies; prepares and submits timely financial and points report to the HSA Board via liaison
- **Committee (25 points)** assists with the planning, promoting and producing of event; sets up, cleans up, collects admission, works the kitchen and chaperones during evening

- **Teacher Appreciation Lunch** (*May 2017*)

- **Leader (75 points)** Organizes and decorates Parish Center for catered lunch for faculty and staff; supervises committee; prepares and submits timely financial and points report to liaison to the HSA Board via liaison
- **Team (25 points)** helps with decorations, set up that morning, picking up food, serve lunch and clean up after. (Usually ends around 3:00)

- **Theater Week** (*Spring 2017*)

- **Chaperone (50 points)** supervises participants when they are not on stage, 3-5:30 p.m. Monday through Thursday; assists with evening performance on Friday.