



ACADEMY OF ST. THERESE HOME SCHOOL ASSOCIATION

Time & Talent Agreement School Year 2017/18

~Agreement to participate in Time & Talent is required to fulfill registration

Our Philosophy

The Academy of St. Therese believes that the education of our students is a partnership with our families. Tuition and fees do not cover the full cost of education at the Academy of St. Therese. The Home School Association (HSA) organizes fundraisers throughout the year in order to keep tuition at a reasonable rate for our families. To do this, we rely on the help of the parents/guardians in order to run our programs successfully each day. These events would not be possible without the help of our wonderful school families who so kindly help organize them throughout the year.

Guidelines

Each family with a student enrolled at the Academy of St. Therese is required to volunteer 150 points plus their choice of one additional "Required Fundraising Committee" to work as a volunteer.

The assignments have been designed to accommodate both working and non-working parents. The 150 points must be completed no later than the last event of the school year. Please note, 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.

Every family is given a pamphlet with each position listed. **We ask that each family fill out, sign and return the pamphlet by May 31.** If we have not received your signed pamphlet with your choices before school begins in September it will result in an automatic charge of \$750 to your FACTS account in October and you will be considered an Opt Out Family (see section "Opt Out Families" below).

Opt Out Families

A family may choose not to participate in Time & Talent. In this case they will opt out and pay \$750 (\$5/150 points). If you intend to opt out, please indicate this on your signed pamphlet and return to the school by May 31. Your opt out payment is due September 29. Failure to send in this payment will result in an automatic charge of \$750 to your FACTS accounts in October.

Protecting God's Children

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.

TIME & TALENT POSITION DESCRIPTIONS

Required Fundraising Committees

**We need guaranteed volunteers for each of our required fundraisers 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.*

• Raffles

- **Chairperson (150 points + tuition rebate**)** Prepares and submits applications for licenses necessary to sell tickets for any and all raffles including Tricky Tray 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 two masses during the months of December and January*

• Tricky Tray November 3, 2017

- **Co-Chairs (150 points + tuition rebate**)** 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*

- **Casino Night/Dinner Theater*** *Spring 2018*

**(Chairs can decide theme)*

- **Co-Chairs (150 points + tuition rebate**)** 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*

*** tuition rebate of \$400 will be credited to your FACTS account after the completion of your event*

Full Year Positions

• Grocery Card Program/Shop with Scrips

- **Financial Chair (150 points + tuition rebate**)** 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)** 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
- **Solicitation (150 points)** *For Tricky Tray* 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 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 points reports to the HSA Board via liaison
- **Assistant (50 points)** will help with the clipping and organization of the labels
- **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

- **Lunch Coordinator (150 points + tuition rebate**)** Orders all lunches with vendors; inputs lunches into Orgs Online; reviews and processes all bills
 - **Costco/BJ's Runner (150 points)** Review kitchen inventory on a weekly basis (alternating weeks between two runners). Pick up items from Costco/BJ's/Restaurant Depot on an as needed basis for the lunch program
 - **Bookkeeper (150 points)** Records all lunch window purchases in the ORGs system
 - **Lunchtime Volunteer Scheduler (150 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. *(3 or more days per month = 150 points)
- ** tuition rebate of \$400 will be credited to your FACTS account after the completion of your event

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 points reports to the HSA Board via liaison. Work to be done in summer months before school starts
- **Committee (25 points)** Assists with planning, promoting and distributing the product. Sells outside of mass during selling period

• **Book Fairs (Fall & Spring)**

- **Co-Chairs (75 points for each fair)** organizes and supervises fair; contact and coordinates with Scholastic Books; schedules and directs committee; collects monies; prepares and submits timely financial and 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; contact 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 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

• **NYC Christmas Bus Trip**

- **Chairperson (75 points)** organize with bus company and plan route for the day; purchase small snacks and drinks for the bus ride. Organize 50/50.

• **Halloween Family Fun Oct. 27, 2017**

- **Chairperson (75 points)** organizes, promotes and supervises themed event; planning starts beginning of school year; schedules and directs committee, collects monies; prepares and submits timely financial points reports to the HSA Board via liaison
- **Committee (25 points)** Assists with the planning, set up, clean up and chaperoning of the event.

• **Mardi Gras Pancake Lunch Feb. 14, 2018**

- **Leader (100 points)** organizes and supervises kitchen; provides foods necessary for event; schedules and directs committee; prepares and submits timely financial and points reports to the HSA Board via liaison

- **Team (25 points)**

• **Pancake Breakfast with the Easter Bunny (weekend morning)**

- **Leader (100 points)** organizes and supervises kitchen; provides foods necessary for event; schedules and directs committee; collects monies; prepares and submits timely financial and points reports to the HSA Board via liaison

- **Team (25 points)**

• **Field Day Lunch May 25, 2018**

- **Leader (75 points)** organizes and supervises kitchen; provides foods necessary for event; schedules and directs committee; collects monies; prepares and submits timely financial and 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***
 - **Leader (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 11, 2018*)**
 - **Leader (75 points)** Organizes, decorates and cleans up 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 (Usually ends around 3:00)
 - **Team (25 points)** helps with decorations, set up that morning, picking up food, serve lunch and clean up after.
- **Rockland Boulders Outing *End of the year***
 - **Chairperson (75 points)** organizes, promotes and supervises event.
 - **Committee (25 points)** helps chairperson organize event, distribute tickets and chaperone event