

St. John XXIII

Home & School Association Handbook

We are parents building community in service.

2016-17 School Year

The St. John XXIII Home & School Association is an organization consisting of volunteer parents or guardians of students at St. John XXIII Catholic School. Together we can create a strong and supportive school community that allows our children to flourish academically and spiritually.

Mission

The mission of Home & School is to act as a liaison between school staff and administrators, school parents and the parish community while enhancing the education of our children by:

- Promoting a child-centered, faith-filled community where quality Catholic values are lived and taught.
- Offering well-planned programs providing interest and value to parents as well as educational enrichment for students.
- Fostering an atmosphere to encourage school spirit and a sense of community through volunteerism and fundraising.

Objectives

The Home & School Association sets out to accomplish these goals through volunteers and sponsors fundraising projects throughout the year. The money raised from these fundraisers finance the many programs listed in this handbook, and most importantly, contribute to the school's operating budget.

- Achieve financial/fundraising goal of \$40,000 or more per year to help keep tuition costs affordable by supporting the operating budget of St. John XXIII Catholic School.
- Designate funds in excess of goal to support and sponsor targeted gift giving and necessary capital expenditures.
- Sustain scholarship opportunities for alumni students.
- Sponsor social and enrichment opportunities for students, parents, families and staff.
- Sponsor community driven activities.

Home & School Association Meetings

The Home & School Association meetings are held the third Thursday of each month at 7pm in the teacher's lounge on the St. Mary's campus during the school year. These are open to anyone. The meeting dates are published on the school calendar. Parental participation is always needed for many Home & School sponsored functions. These meetings give you an opportunity to become more familiar with Home & School events and activities, meet other families, teachers and staff and to get involved. Your help is always appreciated!

Family Volunteer Covenant Program

Many of the day-to-day activities and events hosted by our school community are possible only because of the dedicated support of our families. We ask our families to thoughtfully consider ways to enrich our school community. Much assistance is required, and a variety of options are available to accommodate all needs.

Historically, our families have committed 25 hours towards volunteer activities each school year. As fundraising is an essential component to maintain our school, 15 of these hours have been dedicated to this cause. We need everyone to help make all our programs and activities a success.

How to volunteer:

- Sign up online under “Volunteer Opportunities” from the home page on School Speak.
- Come to the Back to School event to sign up for volunteer opportunities during the year.
- Check in at either school office (additional opportunities arise during the school year).
- Watch for signups in your child’s folder or emails sent.
- Come to our monthly Home & School meetings.
- Ask any Home & School officer for opportunities.
- Ask the office about the Key Event, our annual dinner auction and most important fundraiser.

Volunteering Prerequisites

All people who volunteer to be with our students (including any programs/activities/field trips/etc) are required to complete the following pieces PRIOR to taking part in any event:

- Complete a background check form (Appendix A).
- Complete a volunteer enrollment form, including an acknowledgment page with a Code of Ethics signature required (Appendix B).
- Attend the “Safeguarding God’s Children” program. Contact the school office for details.

Home & School Sponsored Volunteer Programs and Activities

The Home & School Association oversees three distinct areas and sponsors a number of programs and activities. The three areas are: fundraising, community presence and family activities. Many of the following programs/activities require financial support from the Home & School Association. These programs/activities are not to be considered as fundraising activities, however, in some cases, these events may earn a profit.

A subset of these programs/activities is designated with an asterisk. Programs/activities with this are considered essential and chairpersons must be appointed. If not, it is the responsibility of the Home & School officers to run the events. All other programs/activities listed, will cease to exist if chairpersons/committees are not found for that school year.

Events held on any of the campuses, school or parish grounds, need to be reserved in advance with the parish administration. A reservation form (Appendix C) must be filled out, sent/emailed to the parish administration personnel with the president of the Home & School Association copied.

FUNDRAISING

- **Fish Fry/Spaghetti Dinner***

This event happens 2-3 times during the Lent Season. It takes place in the lower campus (St. Mary's) cafeteria and is open to anyone. The event includes options for dine in, carry out and take-out through the convenient drive-thru. This event needs the support of 15-20 volunteers to be successful.

- **Flower Sale***

This event occurs on the 3rd full weekend in May. Flowers are purchased from Caan's Floral in Sheboygan and sold in a pre-sale as well as on that weekend. We offer annuals, perennials, grasses, planters, hanging baskets, herbs, vegetables and more. We typically need 20-30 volunteers to make the entire weekend work.

- **Raffle Calendar***

The SJXXIII Raffle Calendar is a 12-month calendar that showcases student artwork and offers 365 opportunities for those who purchase to win up to \$300 depending on the day. Volunteers are needed to design the calendar, sell ad space, coordinate

distribution to school families and manage sales of remaining calendars at masses, etc.

- **Golf Outing**

This event occurs in early Fall and is held at mutually agreed upon golf course. The event includes a lunch as well as 18 holes of golf. Raffle prizes are included at the end of the event. 10 volunteers are need to support this event.

- **CharityMania**

This fundraising event is an easy way to bring in income for our school with 70% of the ticket price (\$20 tickets) going right back to our school. When you purchase a ticket you are assigned a game card with random selections. Ticket scores are calculated and the highest and lowest scoring cards win cash prizes (\$25 - \$400). This fundraising activity is an activity that all families can support and tickets can be purchased online or in person.

- **Box Tops for Education**

This is a rewards program that directly benefits the school. Box tops are clipped from participating sponsors and turned into the school for a \$0.10 profit for each one turned in to the program. Typically one to two people will run this program which includes promoting the program, counting and turning in the box tops.

FAMILY EVENTS/ACTIVITIES

- **Back to School Event**

This event kicks off the school year (either prior or during the first week of school), culminating in a dinner combined with "meet the teachers" and "supply drop-off". Brats, hot dogs and chicken are provided, and pot luck dishes are contributed to share. Home and School Association offers a table to sign up for volunteer opportunities. Teachers help with "manning" this event, which then requires 2-3 parent volunteers to oversee and help with set-up/clean-up.

- **Spooktacular**

This fall festival is a family friendly extravaganza full of treats, games, cake walk, face painting and so much more. Costumes can be worn by any and all attendees (kids and adults) and the winning looks receive prizes! We are looking for at least 10 volunteers on the evening to make this event a Spooktacular good time!

- **Teacher Appreciation***

This committee's purpose is to show our teachers and staff how much we value all the time and energy dedicated to making St. John XXIII such a great school for our children. This committee meets four times per year (once per quarter) to come up with meals, gifts or other goodwill gestures.

- **Seder**

SJ23 hosts a Seder meal to all 3rd and 4th grade classes each year. A Seder is a tangible, fun way to tell the story of the book of Exodus when Moses led the Israelite slaves out of Egypt. The symbolism of the food on the Seder plate is explained through songs, prayers and questions. This meal takes place during Holy Week.

- **Mother/Son Event**

Mothers or special mother figures and sons have a chance to head out to the lanes and enjoy some bowling, pizza and fun. The event is on a Friday night and typically 2-3 volunteers are needed to oversee it, but are able to participate as well.

- **Father/Daughter Event**

Fathers or special father figures may escort their daughter(s) to this special event for a night of dancing and refreshments. Setup occurs the afternoon prior to and the day of the event, with 2-3 volunteers needed to oversee the event. Volunteers for clean-up are always appreciated!

- **Room Parent**

We work to provide each classroom teacher with the opportunity to have some "extra" hands when needed. A parent can sign up and the teacher can have this person assist in any ways they see fit. Parents are only allowed to sign up for

one class per year unless another parent does not or additional parents are needed.

COMMUNITY EVENTS/ACTIVITIES

- **Breakfast for Baby Jesus**

This Community event is held in the beginning of December, on a Saturday to celebrate Christmas with families both inside and outside the school community. It is a pancake (and more) breakfast, including story time, caroling, picture booth, coloring - family fun for all ages. This event also includes a cookie sale. Cookies are donated by families and sold at the event to help offset the costs. We need many volunteers to plan and run this event.

- **Soles for Catholic Education Walk***

This walk occurs during the middle of October on a Saturday morning and is hosted by the Archdiocese of Milwaukee. Registration is free for a limited time and participants are bussed to the event in Milwaukee which includes the walk, lunch and a great family event. SJ23 families can also make a donation and receive a handmade scarf to wear to show our school unity. All SJ23 families walk together. 100% of the donations collected online to sponsor a walker or for the scarves goes directly to our school. 2-3 volunteers are needed for this event.

- **Christmas Parade**

The Port Washington Christmas parade is a huge community event that occurs one of the first Saturdays in December. SJ23 enjoys participating in this parade by creating a float and having many teachers, students and parents walking along. Walkers meet at a designated location ahead of time. Typically 1-2 organizers are needed and additional volunteers to create the float may also be required.

- **Week of the Young Child**

This event occurs in April during the national Week of the Young Child and is hosted by the Kiwanis group. SJ23 offers the use of the facility on the St. Peter

campus to host one of the event nights. One point person is needed to assist the Kiwanis group. We like to have a few volunteers there to represent our school and ensure things are put back in order. No planning is needed for this event.

Other Volunteer Programs and Activities

There are a number of other volunteer opportunities that occur at the school, but are not necessarily represented by the Home & School Association. These events and activities are listed below:

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- Library Assistance
- Book Fair
- Office Assistance
- Lunch Duty
- Marketing Assistance
- Key Event
- 1st Communion Reception
- Uniform Sorter
- Field Day Volunteers
- Clubs (Lego, Art, Challenge, etc)

New Volunteer Programs and Activities

During the year, new programs, events and activity opportunities may arise for the Home & School Association. New opportunities are encouraged, but need to be strategically developed, reviewed and voted on prior to the inception. In order to accommodate and large number of current events and to meet budget requirements, the following procedure should be adhered to:

- Email the president of Home & School to get the new program/activity on the upcoming agenda (under new business section).

- Come prepared to the H&S meeting to present the new program/activity, ideas on how to implement, a timeline, a committee to run the event and costs potentially incurred to H&S.

St. John XXIII Cash Handling Procedures

In accordance with guidelines established by the Archdiocese and required by St. John XXIII parish and school, policies have been implemented regarding cash handling for Home & School events.

Events/Activities where money is collected ahead of time:

The funds will be kept in the LOCKED SAFE in the office until they can be collected by the treasurer or designated person. The funds should be counted and verified AT SCHOOL and either taken directly to the bank or the completed and verified deposit slip given to the Business Manager to deposit. **AT NO TIME SHOULD MONEY EVER BE TAKEN HOME.**

Events/Activities where money is collected AT the event time:

Any money collected at an event (i.e. fish fry, flower sale, etc.) must to be counted and verified by TWO individuals at the event. One of these individuals must be the Home & School Treasurer or designated officer (designated by the Treasurer). Once the money is verified by both individuals, deposit forms will be filled out and placed inside the lock bank bags with the money and submitted to Port Washington State Bank in the night deposit box.

Rules for Money Bags and Keys:

- Locked-Money bags and night deposit keys are available at St. Mary's in the Home and School Treasurer mailbox and should be picked up prior to the event.
- If the locked-money bags/keys are being picked up by someone other than the Home & School Treasurer, the person picking them up will need to email the Treasurer and President they are taking the bags and the numbers on the bags.
- Keys need to be returned to the office the next day and placed back into the Home & School Treasurer mailbox.
- The Treasurer needs to pick up the locked-money bags the next day after night deposit from the bank.

Deposit Forms/Bank Receipt:

- Filling out the deposit form (Appendix D):
 - Enter the total amount being deposited.

- Enter the account(s) receiving the funds and amount(s) to each account, individually (account numbers are provided by the business manager on the back of the form).
- Fill out additional comments regarding the reason for the deposit.
- Filling out the bank receipt:
 - List checks individually by check number and amount.
 - Cash is listed as one total amount on the form.
 - Deposit slips should contain information only on what is in that locked-money bag (ie. Fish Fry cash stacks are large and divided between multiple bags).
 - Attach the carbon copy of the completed bank receipt to the deposit form.
- Must be signed by the two people who verified the money.
- Forms/Receipts must be approved by the Treasurer and then given to the Business Manager.

Start up cash Policy:

Please fill out the check request form (Appendix E). When the form is completed, please submit in the Home and School Treasurer mailbox located at St. Mary's office. The Treasurer will contact the event chair to arrange starting cash drop off. Paperwork must be submitted two-three weeks prior to the event.

At no time can start up cash be used to pay a vendor, bill or expense. Reimbursement/check request forms must be filled out for this purpose.

Money/stubs when licensing is involved (ie. Raffle Calendar):

There are State of Wisconsin Raffle regulations that have to be followed. We are subject to state audits and if proper records are not kept we stand to lose our raffle license (which is used for other raffles) along with fines. ALL RAFFLE STUBS MUST ALSO BE KEPT AT SCHOOL IN THE LOCKED VAULT AT ALL TIMES.

Tracking of raffle stubs must be verified by two people on school property. Raffle stubs need to be treated as if they are cash- recorded, verified and kept locked at all times. Payments and stubs should be kept together until they can be properly verified and recorded.

All requests for payment or reimbursement must be submitted to the Home & School Treasurer on a check request form with appropriate documentation attached.

Any cash removed from St. John XXIII school/parish grounds and not following the protocols laid out in this policy, is not insured and becomes the liability of the person removing these.

Appendix A – Background Check

Appendix B – Volunteer Enrollment Form and Code of Ethics

Appendix C – Room Reservation Form

Appendix D – Deposit Form

Appendix E – Check Request Form

Thank you for supporting

**St. John XXIII Catholic
School**

and the

Home & School Association!