



Fundraising Handbook
Saint Paul Catholic School
Valparaiso, IN
2024-2025

FUNDRAISING HANDBOOK

At Saint Paul Catholic School, we work hard to keep Catholic education affordable. In addition to our parish subsidizing our school's operating budget, we use fundraisers and grants to supplement our operating budget in an attempt at lowering tuition costs thereby keeping Catholic education more affordable to all.

Consider the following:

- The operating budget for Saint Paul Catholic School needs to cover all aspects of operating the school, from salaries to maintenance, to utility costs. If a family chooses, they may use their Trip and voucher purchases to decrease their tuition payment. Of course, parents have the option of paying the entire bill.
- Part of the tuition contract is the Service commitment, which is equivalent to \$1750. Families will be billed \$50 per hour for each unearned credit hour under the set requirements. (For example, if a family worked 20 credit hours of the required 35, then they would be billed for the 15 remaining credit hours X \$50 per hour = \$750).

We use fundraisers and grants to supplement our operating budget in an attempt at lowering tuition costs thereby keeping Catholic education more affordable to all.

We encourage all families to look at the many wonderful opportunities to support these programs and service events to build community, support fundraising, and provide value added opportunities for our children. All families are required to support SPCS through time, talent, and treasure. In order to help new families meet their service hours and more easily enter the Panther family, a minimum of 10 hours will be assigned to assist with Oktoberfest or the Gala. These families will be able to select their additional hours through a variety of OnVolunteer opportunities. Returning families will continue to be asked to select their service hours from the Gala, Oktoberfest, and other events. Refer to the Fundraising Handbook for more information.

Fundraising Volunteer Rules

These rules apply to all school fundraisers in which there are more volunteers than there are available spots:

- Families who have not worked a particular event recently get first choice. In other words, a family will not be scheduled for multiple shifts unless no other volunteers are available.
- No one under the age of 21 may earn fundraising credits.
- Maximum credits earned per fundraiser per family is 35 credits. **You may not exceed the maximum yearly requirement.**
- **All volunteer fundraiser opportunities must be available to all school families.**
- Please sign up for events through OnVolunteers.

Dollars and Credits Policy Requirement

According to the tuition contract, all families must earn 35 fundraising credits or pay \$50/credit for unworked credits. In May, families will be billed for any unworked credits at a rate of \$50 per hour. The fundraising obligation is worth \$1750.

***Please note, credits are subject to adjustment / change as needed.**

Should the fundraising committee for each specific event decide to have more than the allotted number of Chairs and Co-Chairs, the total number of hours assigned to that event will need to be divided among all Chairs and Co-Chairs. These individuals are not able to donate hours. **Should a Chair or Co-Chair intentionally step down from their commitment at any point during the planning or execution of a fundraising event, that individual will receive no credits.**

Other service opportunities may be available as approved by the Principal

Trip

School families are encouraged to bring in new trip customers. A family may receive credit for TRIP purchased by family members and friends as long as the designation is made at the time of each purchase. If a family who has accumulated Trip credit leaves at any point during the school year, the credit accumulated cannot be transferred to another family.

Trip purchases for school activities, church or parish related functions, or joint gift purchases may not be credited to an individual family.

Families will receive credit for their voucher rebates when the school receives the remittance from the merchant.

Note: The school is not responsible for lost or stolen Trip certificates. Special order items are not returnable.

The Trip order form (available companies, percentage of profit, denominations of certificates) is always subject to change. Trip may be purchased with cash, check, or by credit card (online only). Please note: your profit is reduced by the fees that the credit company charges the school.

Trip Report

Each family will receive a monthly report that documents the Trip activity. Discrepancies must be reported no later than 30 days after the date the report is sent out. Failure to do so will result in the family not receiving credit for the Trip purchase.

Completion

The Service Credit requirement must be fulfilled no later than the first Sunday of May of the current academic year. A family that fails to fulfill its obligation will be billed for un-worked credits (\$50 per hour). All outstanding obligations must be paid in full before the school will provide final report cards, diplomas, or transfer records.

If a family experiences difficulty in fulfilling its credit obligations due to emergencies or other unforeseen difficulties, the family should discuss the matter with the principal.

Accident Policy

A copy of the Saint Paul Catholic School Accident Policy is available to all chairpersons from the office or from the fundraising chairperson of the school board. It is printed below for your reference.

Saint Paul Catholic School Fundraiser Accident Policy Adopted September 2003

The following policies should be followed in the event that a participant or volunteer is injured in any way at one of our fundraisers:

- Secure the safety of the individual. Offer to call 911 if the individual needs prompt medical attention.
- Obtain from the individual—name, phone number, address
- Alert the event chairperson or designate
- Write up a brief description of the injury including names and phone numbers of any witnesses.
- Submit all of the information to the school office the next business day.