

# **Notre Dame of De Pere** **Family Fundraising Handbook 2018-2019**

## **Mission:**

This handbook will serve as a guide for families on all school fundraisers. Some of these fundraisers requires a chairperson and many also require a planning committee to help them function to the best their ability. In addition, fundraisers often require volunteers to help on the day the event is held to ensure the event runs smoothly.

## **Fundraising Committee:**

Stacy Blahnik, Alisa Conway, Debbie Ruggles, Kim Connelly

## **Third Source Funding Requirements:**

For the 2018-2019 school year Notre Dame of De Pere is required to raise \$134,631 through third source funding to meet our GRACE financial commitment. The money raised to meet this requirement will be sent to GRACE to cover the operating costs for our school and other GRACE wide expenses. Once that commitment level is met, any additional money raised is used to benefit our school based on the priorities that Notre Dame of De Pere sets each school year.

## **Service Hours Agreement**

Two parent families are required to put in a minimum of 20 service hours; single parent families 10 hours. Service opportunities are classified as either Priority Activities or General Activities. At least half of a family's total hours must be dedicated to Priority Activities\* for Notre Dame of De Pere.

## **Priority Activities\*:**

Rise Up Raiders Night(RURN), Scrip, Fall Fest, Lunch, and Athletics Concessions

## **General Activities:**

All other events documented and requested throughout the year that are still important for our school.

## **Activities that do NOT count as service hours:**

- Girl Scouts
- Boy Scouts
- Junior Achievement
- Attending classroom parties (unless homeroom parent)
- Field Trips

## **Roles that automatically fill all Service Requirements**

- Site Advisory Council
  - All Active Members
- Athletic Booster Club
  - Chairperson(s)
  - Vice Chairperson
  - Head Coaches
- Home and School committee
  - Chairperson(s)
  - Treasurer
  - Spirituality Lead

## **Fundraising/Volunteer Event Categories:**

In order to provide school families with a better understanding of how our Fundraising/Volunteer Events are organized, below is a list of three event categories.

- **Third Source Funding:** Money raised from these events will be used to meet our Third Source Funding goal set by GRACE. Additional monies earned above and beyond this goal are used to benefit the school based on the priorities that Notre Dame of De Pere sets each year.
- **Athletics:** Money raised from these events will be used to support the Athletics Department at Notre Dame of De Pere.
- **Home and School:** The money raised from these events will be used to support the needs of the Notre Dame Home and School Committee.

## **Specific Volunteer Opportunities by Category:**

**Third Source Funding:** Money raised from these events will be used to meet our Third Source Funding goal set by GRACE. Additional monies earned above and beyond this goal are used to benefit the school based on the priorities that Notre Dame of De Pere sets each school year.

### **\*Rise Up Raiders Night (RURN) Auction (Priority Activity): November 9th, 2018**

The RURN is a fundraiser that supports Notre Dame of De Pere and brings the De Pere community together to help support Catholic education. This is our school's largest fundraising event of the year and requires a large number of volunteers to make it successful. A few chairpersons and committees are formed to facilitate the evening's events.

Included in this event is the selling of raffle tickets for the Main Raffle for \$100 apiece for the chance to win a \$10,000, \$5,000, \$2,000, \$500, or \$250 in cash, selling of raffle tickets for prizes at the event, silent auction items donated by the classrooms and by community donors, and a Live Auction with items that are donated by school families, community members and Parish members who all are in support of the great work that Catholic schools do!

This event typically raises \$80,000 - \$120,000.

**Chairpersons for 2018:** Erin Enright, Stephanie Callahan, Jill Murphy and Tricia Adams

### **The Seroogy's Candy Sale: November**

This fundraiser takes place in November for the Christmas season. Order forms are given out to all school families with the list of items available for purchase. Pre-orders are taken and monies collected, the chairperson places the order with Seroogy's. The chocolate/coffee orders arrive and are prepared for family pick up. Presently Seroogy's offers mixed chocolate boxes and coffees, as well as solid chocolate figures such as Santas and snowmen.

The profit margin is 50%, and in past years, Notre Dame made over \$1500 annually.

**Chairperson for 2018:** Stacy Blahnik

### **Marcus Gift Cards Sale: November**

This fundraiser takes place in November for the Christmas season. Order forms are given out to all school families with the list of items available for purchase. Pre-orders are taken and monies collected, the chairperson places the order with Marcus. The orders arrive and are prepared and sent home to the families.

The profit margin is 15%. This event made over \$600 annually.

**Chairperson for 2018:** Lisa Sharapata

## **Scholastic Book Fairs: Fall (Sep. 28 – Oct. 5, 2018) and End of the Year Book Fair (May 3-10, 2019)**

The fairs focus on uniting kids with literature and bringing the community together in honor of that mission. The fairs also provide us with the opportunity to engage in reading with your kids and tune in to their passions.

The event is set up in the elementary school gym and parents volunteer to work the checkout. Profit to the school can be in cash back on fair sales or in books that the schools can use. This is also a great way to help the teachers provide the children with great classroom books.

**Chairperson for Fall Book fair 2018-2019:** April Malo

**Chairperson for Spring-End of the Year Book fair 2018-2019:** TBD

## **\*Lunch Servers/Escorts from Middle School (Priority Activity) Year Round:**

Notre Dame needs help from parents to volunteer in the cafeteria to serve lunch to the Elementary and Middle School students. Together we can provide a nourishing meal in a safe, clean environment. The time requirement for cafeteria duties is 11:30 to 12:45 which covers all grades being served.

We also need help walking the middle school students over from the Middle School to the Elementary School. You will start at the Middle School at 12:25 walk the students over to the Elementary School and come back to the Middle School at 1:05.

## **\*Scrip – (Priority Activity): Year Round**

Scrip is a year round fundraiser that allows the school to profit from the purchase of gift cards for hundreds of retailers that people use regularly. With this program, you buy gift certificates from the Scrip office at face value. The Scrip office purchases these certificates at a discounted rate from the vendor, the difference being the profit the school receives.

Each family is expected to purchase scrip annually or use the “buy out” option as outlined in the parent handout. Families exceeding their Scrip requirement for the year will be able to select, from a pre-approved list, where they would like to direct their excess funds. For returning students, excess scrip profits can be applied to their tuition bill.

Upon reaching the family goal in SCRIP profits, 80% of the total profits will be given back to the families directly as a tuition credit and the remaining 20% will go to Notre Dame School of De Pere.

For the 2017-18 school year Scrip earned approximately \$52,000 towards Third Source Funding.

Scrip is available to purchase in the Middle School Scrip office at designated times and on the weekends at St. Francis and St. Mary Parish Masses.

**Chairperson for 2018-2019:** Molly Gutowski & Kathy Brabant

### **8<sup>th</sup> Grade Class Discount Cards: April**

A program led by the current 7<sup>th</sup> grade class designed to raise funds for their 8th grade graduation event and annual retreat. This card includes local businesses offering special discounts for cardholders for one year. Work on the program can begin in January. Cards are sold with sales beginning in April and ongoing until all cards are sold.

This program raised \$9,000 for the Class of 2019. The amount to raise is determined by class size.

**Chairperson for 2019:TBD**

### **7<sup>th</sup> Grade Hosts 8<sup>th</sup> Grade Graduation Party: June 5, 2019**

It is Notre Dame of De Pere tradition that 7<sup>th</sup> grade class hosts the 8<sup>th</sup> Grade Graduation Party. Groups of people representing both the 7th and 8th grades help plan and coordinate the above events to help make the experience a great send-off for the students completing their time at Notre Dame of De Pere. The funds used to pay for these events are those earned by selling the Notre Dame Discount Cards the prior year. Planning of this event can begin in March and should include current 7th grade families.

**Chairperson for 2019:TBD**

**Athletics:** Money raised from these events will be used to support the Athletics Department at Notre Dame of De Pere.

### **March Madness: TBD**

The Athletics and Booster Club Committee hosts a fundraising party. The party is held at a local establishment and all Notre Dame Families are invited to attend. Funds are raised through various sources including ticket sales, silent auction, large raffle items, and 50/50 Raffles.

The funds raised by this event go toward the normal operating budget of the Athletics and Booster Club. The club covers expenses related to Notre Dame Athletics such as buying new equipment and uniforms, paying for referees, and any other athletics related cost.

The Athletics and Booster Club holds this fundraiser to keep sports fees as low as possible. With nearly every Notre Dame child from 5th - 8th grade participating in one sport, this event benefits all athletic programs which are provided through Notre Dame school.

In 2016, the event raised over \$8000 for the Athletics department.

**Chairpersons for 2018:** ABCC Committee

### **Volleyball League Tournament: TBD**

Notre Dame of De Pere runs the end of the season volleyball league tournament held at Notre Dame Academy. By taking the ownership of coordination of this event, Notre Dame of De Pere receives all of the gate receipts and concession money for the tournament.

In 2016, the Volleyball League Tournament raised over \$1800 for Notre Dame of De Pere.

**Chairpersons for 2018-2019:** Debbie Ruggles

### **\*Athletics Concessions (Priority Activity): per sport season**

Notre Dame of De Pere has multiple opportunities for volunteers to help at each sport for both priority and general activities. The schedules will come out throughout the year to allow volunteers to sign-up for concessions when needed and other opportunities for both parents and Middle School students to get service hours. All profit from the concessions supports our athletic programs at Notre Dame.

### **Raider Wear: Year Round**

The sale of Raider Wear is a fundraiser that allows our students and families to proudly wear their Notre Dame colors. We give the students opportunities throughout the school year to wear their school colors in lieu of wearing their uniforms. This is a relatively new endeavor for the Athletic Booster Club Committee (ABCC). The ABCC will plan to review and potentially expand item offerings over time.

Any income made on sales will go to the ABCC fund, which is used to support our athletic programs at Notre Dame.

**Chairpersons for 2018-2019:** Debbie Ruggles

**Home and School:**The money raised from this event will be used to support the needs of the Notre Dame Home and School Committee.

**\*Fall Fest (Priority Activity): October 19<sup>th</sup>, 2018**

This event is as much about “Friend Raising” as it is about Fundraising. The event is about building community among our school families early in the school year. It is an evening in the Middle School gym and Dolski center that includes face painting, games and music/DJ. There is no entrance fee or fees for game tickets. This is a community-building event. Dinner, snacks and dessert items can be purchased during the event. Volunteers are needed to run the games and usually we ask for Middle school students that want to volunteer to get their service hours in for the 1<sup>st</sup> Trimester this way!

**Chairperson for 2018:** Jenny Kukiela

**Notre Dame of De Pere Election Day Bake Sale: November 6, 2018**

Donated items are made (or bought) by our school families and then sold at the Election Day polling place at the Dolski center in the Middle School. Volunteers are needed to bake and staff the sale.

The profit margin is 100% return and we have been able to make over \$900 in one weekend with this sale.

**Chairperson for 2018:** TBD

**Adopt a Family for Christmas: Mid-November- Early December**

Notre Dame Families reach out to local families in need and share the Christmas Spirit.

**Coordinator for 2018:** TBD

**St. John Homeless Shelter Meals: Year Round**

Notre Dame of De Pere has made a commitment to provide two meals each month to the St. John Homeless Shelter in Green Bay. Each meal is assigned to a grade within the school.

The coordinator will communicate with the group to inform them of what items are needed for the meal and the group showers the shelter with our generosity.

**Coordinator for 2018-2019:** Mindy Schuh

**Box Tops for Education**

Parents collect box tops for education coupons from General Mills, Pillsbury and Betty Crocker products and return them to the school or parish drop boxes. In 2013/2014 it brought in \$ 2,300. There are Classroom competitions throughout the year for collections. The Class that collects the most wins a classroom reward.

**Chairperson for 2018-2019:** Jill Murphy

**Land’s End Rewards Program: Year Round**

By using Scrip and the special Notre Dame of De Pere reward code # 900054487, each purchase of school clothing you order from Land's End will give cash back to our school. In 2010-2014 it brought in \$200.

**Milk Caps: Kwik Trip/Moola**

Bring in your milk caps from Kwik Trip and deposit them in the drop boxes at school or your parish or at the school offices. Several milk cap programs have been discontinued over the last year and the Kwik Trip program is new in the last year. Yearly Profits TBD.

**Coordinator for 2018-2019:** Allison Kaufman

**Austin's Receipts**

Return your Austin's receipts for a % back to school. In past years, it has brought in approximately \$150.

**Coordinator for 2018-2019:** Jenny De Cleene

**Grandparents Day: October 3, 2018**

**Coordinator for 2018-2019:** Rebecca Ludtke and Nicole Gregorie

**Donuts for Dads: March 20<sup>th</sup>, 2019**

**Coordinator for 2018-2019:** Melanie Reince

**Muffins for Moms: April 10<sup>th</sup>, 2019**

**Coordinator for 2018-2019:** TBD



### **Direct Contribution:**

If you choose, you may satisfy all or part of your fundraising obligation with a direct payment. This allows families to choose between the various fundraisers and the direct contribution choice to meet their minimum fundraising obligation.

The minimum fundraising amount is determined annually and based upon the necessary and appropriate expenses associated with our Third Source Funding requirement put in place by the GRACE system and the needs of our school.

Each family's minimum fundraising requirement will be spelled out in the "Family Fundraising Agreement" form that is sent to you after you have registered your children for the upcoming school year.

## Notre Dame of De Pere Events Calendar

Event Name	Event Category	Event Date
Grandparents Day	H&S	10/03/2018
Fall Fest	*H&S	10/19/2018
Volleyball League Tournament	AABC	TBD
Fall Scholastic Book Fair	School	9/28/18 – 10/5/18
Rise Up Raiders Night	*TSF	11/09/2018
Seroogy's Candy Sale	TSF	November
Marcus Gift Cards	TSF	November
Adopt a Family for Christmas	H&S	November
Election Day Bake Sale	H&S	11/06/2018
Catholic Schools Week Showcase (Open House)	Mktg	1/27/2019
Donuts for Dads	H&S	3/20/2019
Muffins for Moms	H&S	4/10/2019
March Madness	AABC	TBD
8th Grade Class Discount Cards	H&S	Mar – June
7 <sup>th</sup> Grade hosts 8 <sup>th</sup> Grade Graduation Party	H&S	6/5/19
End of Year BOGO Book Fair	School	5/3/19 – 5/10/19
Scrip	*TSF	Year Round
Athletic Concessions	*AABC	Year Round
Raider Wear	AABC	Year Round
St. John Homeless Shelter Meals	H&S	Year Round
Box Tops for Education	H&S	Year Round
Milk Caps: Kwik Trip / Moola	H&S	Year Round
Austin's Receipts	H&S	Year Round
Lunch Servers	*School	Year Round
Lands End Reward Program	H&S	Year Round

Key: AABC = Athletics and Booster Club; H&S = Home and School; Mktg = Marketing; TSF = Third Source Funding  
 \*=Priority Activity

**Thank you for your support of our school through your fundraising efforts and your volunteer time.  
 You are appreciated!**