

## **Notre Dame of De Pere** **Family Fundraising Handbook 2016-2017**

### **Mission:**

This handbook will serve as a guide for families on all school fundraisers. Each 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. This year each grade will be assigned two events where they will be requested to help work on the day of the event. Each event Chairperson will help coordinate with the grades to explain the areas where help is needed and provide a sign-up form.

### **Fundraising Committee:**

Stacy Blahnik, Alisa Conway, Debbie Ruggles, Kim Connelly

### **Third Source Funding Requirements:**

For the 2016-2017 school year Notre Dame of De Pere is required to raise \$129,400 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.

### **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 Fundraisers:**

**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.

### **Notre Dame of De Pere Nite Golf Outing: September 10<sup>th</sup>, 2016**

This event is a 9 hole Night Golf Outing at Ledgeview Golf Course. The event begins with dinner/cocktails at 5:00 PM, followed by a 7:00 PM shotgun start to the golfing! The event also has Sponsorship opportunities for Corporate, family and friends of Notre Dame.

Over the past 3 years, this fundraiser has made, on average, \$12,000 per year for our school.

**Chairperson for 2016:** Mark Danen

**Grade assigned for event day volunteers:** None assigned. School wide volunteers needed.

### **The Notre Dame of De Pere & Our Lady Of Lourdes Key Event Auction: November 4th, 2016**

The Key Event (formerly known as Key Club) is a joint fundraiser that supports both the Notre Dame of De Pere and Our Lady of Lourdes grade schools 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 Chairperson is chosen from each school and committees are formed to facilitate the evening's events. The event is held at the Swan Club in De Pere.

Included in this event is the selling of tickets for dinner and entry to the event, selling of raffle tickets for the Key Raffle for \$100 apiece for the chance to win a new 2017 Ford Focus or Chevy Cruze, \$3,000, or \$2,000 in cash, selling of raffle tickets for prizes at the event, silent auction items donated by the classrooms at each school and by community donors, an Online Auction, and an 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 between \$85,000 - \$115,000 to be split between Notre Dame of De Pere and Our Lady of Lourdes.

**Chairperson for 2016 from Notre Dame:** Debbie Ruggles

**Chairperson for 2016 from OLOL:** Margy Eastman

**Grade assigned for event day volunteers:** None assigned. School wide volunteers needed.

### **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 in the elementary school gym. 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 \$3,000 annually.

**Chairperson for 2016:** Carrie Bressers

**Grade assigned for volunteers:** None assigned.

### **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%.

**Chairperson for 2016:** Lisa Sharapata

**Grade assigned for volunteers:** None assigned.

### **Island Adventure Carnival: Friday, February 3rd, 2017**

This event is about building community among our school families and parish community. It is an evening in the Middle School gym and Dolski center that includes buffet dinner, face painting, games and music along with raffles and silent auction items. It is a free event, however dinner and game tickets are sold and purchasing of raffle tickets is encouraged.

This event has been able to raise between \$2,500 - \$4,000 for our school per event.

**Chairperson for 2016-2017:** Joel DeMoulin

**Grade assigned for event day volunteers:** 5th and 6th Grades

### **Scholastic Book Fairs: Fall (Oct 3-7, 2016) and End of the Year BOGO Sale (May 5-12, 2017)**

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 2016-2017:** April Malo

**Chairperson for Spring-End of the Year Book fair 2016-2017:** TBD

**Grade assigned for event day volunteers - Fall:** 1<sup>st</sup> and 2<sup>nd</sup> Grades

**Grade assigned for event day volunteers – End of Year:** 3<sup>rd</sup> and 4<sup>th</sup> Grades

### **Church Picnic Games: St. Francis - June 4<sup>th</sup>, 2017 and St. Mary's – July 23<sup>rd</sup>, 2017**

Both picnics are summer events and the families of Notre Dame of De Pere are responsible for chairing the Children's game booths and volunteering at the events. Our role involves planning which games will be offered, ordering and planning prizes for the various games, getting volunteers to run the games and attending the entire event.

**Chairperson for St. Francis:** Katie Sommers

**Chairperson for St. Mary's:** TBD

**Grade assigned for St. Francis event day volunteers:** 1<sup>st</sup> Grade of 2016-2017

**Grade assigned for St. Mary's event day volunteers:** None assigned. School wide volunteers needed.

### **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.

### **Scrip: 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 the following year's tuition bill. Scrip has an average 5% profit margin, so for every \$100 of Scrip purchased, there is an average of \$5 in profit. For the 2014-15 school year Scrip earned \$38,000 towards Third Source Funding and over \$41,000 was sent to GRACE to go against family tuition for those families who earned above the \$250 requirement.

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 2016-2017:** Molly Gutowski

**Grade assigned for volunteers:** None assigned. School wide volunteers needed.

### **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 events 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 \$6,100 for the Class of 2017.

**Chairperson for 2017:** Jennifer Smet

**Grade assigned for volunteers:** 7<sup>th</sup> Grade

### **7<sup>th</sup> Grade Hosts 8<sup>th</sup> Grade Graduation Party: TBD**

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 the current 8<sup>th</sup> Grade's Discount Card sales from the prior year. Planning of this event can begin in March and should include current 7th grade families.

**Chairperson for 2017:** Amy Polasky, Tracy Capomaccio, Jennifer Smet

**Grade assigned for volunteers:** 7<sup>th</sup> Grade

**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 2017:** ABCC Committee

**Grade assigned for event day volunteers:** None assigned. School wide volunteers needed.

### **Volleyball League Tournament: October 14<sup>th</sup> and 15<sup>th</sup>, 2016**

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 2016-2017:** Tricia Blomquist & Lynn Wolfram

**Grade assigned for volunteers:** None assigned. School wide volunteers needed.

### **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 2016-2017:** Lynn Wolfram

**Grade assigned for volunteers:** None assigned. School wide volunteers needed.

**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: October 21<sup>st</sup>, 2016**

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. New in 2013 is a ping-pong ball drop fundraiser designed to defray some of the costs of this event.

This has been able to raise \$2000 or more for our school per event.

**Chairperson for 2016:** Cindy Gregorie

**Grade assigned for event day volunteers:** 4<sup>th</sup> and 5<sup>th</sup> Grade

### **Notre Dame of De Pere Election Day Bake Sale: November 8, 2016**

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 2016:** Jackie Gelhar

**Grade assigned for event day volunteers:** 8<sup>th</sup> Grade

### **Adopt a Family for Christmas: Mid-November**

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

**Coordinator for 2016:** Sommer May

**Grade assigned for volunteers:** Kindergarten

### **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 2016-2017:** Jessie Lawton & Laura Weber

**Grade assigned for volunteers:** Class rotation is TBD.

### **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 2016-2017:** Jill Hummel

**Grade assigned for volunteers:** No Assigned volunteers. Those interested in helping should contact Jill Hummel.

### **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 2016-2017:** Jen Turriff

**Grade assigned for volunteers:** No additional volunteers needed.

### **Austin's Receipts**

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

**Coordinator for 2016-2017:** Jenny DeCleene

**Grade assigned for volunteers:** No additional volunteers needed.

### **Other Home and School Events that are Non-Fundraising:**

#### **Grandparents Day: October 5, 2016**

**Coordinator for 2016-2017:** Rebecca Ludtke/Nicole Gregorie

**Grade assigned for volunteers:** None

#### **Donuts for Dads: March 8<sup>th</sup>, 2017**

**Coordinator for 2016-2017:** Nancy Pearson/Melanie Reince

**Grade assigned for volunteers:** 2<sup>nd</sup> grade

#### **Muffins for Moms: April 12<sup>th</sup>, 2017**

**Coordinator for 2016-2017:** TBD

**Grade assigned for volunteers:** 8<sup>th</sup> Grade

### **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 Fundraising Event Calendar

Event Name	Event Category	Event Date	Grade Assigned
Notre Dame of De Pere Nite Golf Outing	TSF	9/10/2016	All
Grandparents Day	H&S	10/05/2016	None
Fall Fest	H&S	10/21/2016	4 <sup>th</sup> / 5 <sup>th</sup>
		10/14/16 – 10/15/16	None
Volleyball League Tournament	AABC		
Fall Scholastic Book Fair	TSF	10/03/16-10/07/16	1 <sup>st</sup> / 2 <sup>nd</sup>
The Key Event	TSF	11/04/2016	All
Seroogy's Candy Sale	TSF	November	None
Marcus Gift Cards	TSF	November	None
Adopt a Family for Christmas	H&S	November	Kinder
Election Day Bake Sale	H&S	11/08/2016	8 <sup>th</sup>
Catholic Schools Week Showcase (Open House)	Mktg	1/29/2017	3 <sup>rd</sup> / 6 <sup>th</sup>
Island Adventure Carnival	TSF	2/03/2016	5 <sup>th</sup> / 6 <sup>th</sup>
Donuts for Dads	H&S	3/08/2017	2 <sup>nd</sup>
Muffins for Moms	H&S	4/12/2017	8 <sup>th</sup>
March Madness	AABC	TBD	None
8th Grade Class Discount Cards	H&S	Jan – June	7 <sup>th</sup>
7 <sup>th</sup> Grade hosts 8 <sup>th</sup> Grade Graduation Party	H&S	TBD	7 <sup>th</sup>
End of Year BOGO Book Fair	TSF	5/5/17 – 5/12/17	3 <sup>rd</sup> /4 <sup>th</sup>
St. Francis Church Picnic Games	TSF	6/04/2016	1 <sup>st</sup>
St. Mary's Church Picnic Games	TSF	7/23/2017	All
<b>Year Round Fundraisers</b>			
Scrip	TSF	Year Round	All
Raider Wear	AABC	Year Round	None
St. John Homeless Shelter Meals	H&S	Year Round	All
Box Tops for Education	H&S	Year Round	None
Labels for Education	H&S	Year Round	None
Milk Caps: Kwik Trip / Moola	H&S	Year Round	None
Austin's Receipts	H&S	Year Round	None
Lands End Reward Program	TSF	Year Round	None

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

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