

Notre Dame of De Pere Family Fundraising & Service Hours Handbook 2023-2024

Mission:

This handbook will serve as a guide for families on all school fundraisers and Service Hour requirements. Some of these fundraisers require a chairperson and many also require a planning committee to help them function to the best of 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:

Carole Bennett, Alisa Conway, Nina McDonough, Jill Murphy

Third Source Funding Requirements:

For the 2023-2024 school year Notre Dame of De Pere is required to raise \$135,000 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. Families may opt to dedicate all of their volunteer hours to Priority Activities during the year for their required hours. However, families may not dedicate all of their volunteer hours to General Activities as stated above. **Please note:** your middle school students volunteer hours cannot count towards both your family commitment and their own service hours for middle school.

Priority Activities*:

Rise Up Raiders Night (RURN), Scrip, Lunchroom Volunteers, Fall Fest, GRACE Annual Appeal Mass Speakers, Event Leads*, and Athletics Concessions

Event Leads*

Welcome Back Picnic
Grandparents/Grand Friend Day
Book Fairs (Fall & Spring)
Catholic Schools Week
Donuts with Grown-ups
Muffins in the Morning
Teacher Appreciation Week

General Activities:

All other events documented and requested throughout the year that are still important for our school. In addition, time spent on GRACE or Parish committees count as General Activity hours. Families that volunteer for the Parish picnics (St. Mary's or St. Francis Xavier) will have their count as General Activity hours.

Please note, families will earn **0.5 hours of general service time per item donated** to either a Home & School event as listed (Welcome Back Staff Lunch, Welcome Back Picnic, Teacher Meeting Snacks, Fall Fest Food, Teacher Meal for Conferences, Catholic Schools Week Teacher Lunch, Teacher Appreciation Week meals) or St. Johns Shelter Meals. Service hours will not be given for items donated to classroom parties. Any other in-kind donations **DO NOT** count as general service hours unless pre-approved by the Fundraising Committee Chair and the Principal.

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
 - Athletic Director(s)
 - SAC Chairperson from the Athletic Booster Club
 - Head Coaches - 2 per Team maximum
 - Treasurer
- Home and School committee
 - Chairperson(s)
 - Treasurer

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 10, 2023**

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 \$100,000 - \$120,000.

Chairpersons for 2023: Stephanie Callahan, Rebecca Larsen, Katie McCarty

***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 in Kindergarten-8th Grade are required to earn a minimum of \$250 in profit/rebate; no minimum for preschool-only families. 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 will be applied to their tuition bill. If your child is graduating and is attending NDA, your scrip rebates can be transferred to NDA to follow your family. If your child is graduating and no other siblings will be attending Notre Dame of De Pere, you may transfer your scrip rebate profit to another family attending NDDP or NDA or you can donate your scrip rebate profit to Notre Dame of De Pere Third source funding goal. 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 2019-20 school year Scrip earned approximately \$55,000 towards Third Source Funding.

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

Chairperson for 2023-2024: Anne Schlies

Grace Raffle Calendar Sales (Sept - Dec 2023)

The GRACE Schools calendar raffle fundraiser features \$10,100 in total prize money. Profits support the school's third source funding. Drawings are scheduled every Wednesday through the 2023 calendar year.

Chairperson for 2023-2024: Nina McDonough

Book Fairs: Fall (Sept 18-21, 2023) and End of the Year Book Fair (May 6-10, 2024)

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 our kids and tune in to their passions.

The event is held at Notre Dame of De Pere 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 2023: Jessica Sinkler & Alisa Conway

Spring-End of the Year Book fair 2024: Jessica Sinkler & Alisa Conway

8th Grade Class Discount Cards: April

A program led by the current 7th 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 is to begin in January. Cards are sold with sales beginning in April and ongoing until all cards are sold.

This program raised \$10,000 for the Class of 2023. The amount to raise is determined by class size.

Chairperson for 2024: TBD – 7th grade class

7th Grade Hosts 8th Grade Graduation Party: June 4, 2024 It is Notre Dame of De Pere tradition that 7th grade class hosts the 8th 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 2023: TBD – 7th grade class

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.

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 \$1,800 for Notre Dame of De Pere.

***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 2023-2024: Annette Krutz

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 13, 2023**

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 School gym 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 1st Trimester this way!

Chairperson for 2023: 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 2023: Rebecca Ludtke

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 2023-2024: Cathy Goehhre

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 2013-2014 it brought in \$200.

Grandparents Day: October 11, 2023

Coordinator for 2023-2024: Jill Murphy

Donuts with Grown-Ups: March 20, 2024

Coordinator for 2023-2024: TBD

Muffins in the Morning: April 17, 2024

Coordinator for 2023-2024:

Direct Contribution:

If you choose, you may satisfy all or part of your fundraising obligation with a direct payment or “buyout”. 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 for Service Hours and for Scrip will be spelled out in the “Family Enrollment Agreement” form that you sign during the registration process for your child/children for the upcoming school year.

Note, any fundraising activities sponsored by the school or associated with the school are not allowed for personal profit.

Notre Dame of De Pere Events Calendar

Event Name	Event Category	Event Date
Grandparents Day	School	10/11/23
GRACE Raffle Calendar Sale	*TSF	Sept - Dec 2023
Fall Fest	*H&S	10/13/2023
Volleyball League Tournament	AABC	TBD
Fall Book Fair	School	9/18/2023-9/21/2023
Rise Up Raiders Night	*TSF	11/10/2023
Adopt a Family for Christmas	H&S	December
Catholic Schools Week Showcase (Open House)	Spirit	1/28/2024 - 2/3/2024
Donuts with Grown-ups	H&S	3/20/2024
Muffins in the Morning	H&S	4/17/2024
8th Grade Class Discount Cards	H&S	Mar – June
7 th Grade hosts 8 th Grade Graduation Party	H&S	6/4/2024
End of Year Book Fair	School	May 6-10, 2024
Scrip	*TSF	Year Round
Athletic Concessions	*AABC	Year Round
Raider Wear	AABC	Year Round
St. John Homeless Shelter Meals	H&S	Year Round
Lands End Reward Program	H&S	Year Round
Lunchroom Volunteers	*School	Year Round

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