

## **St. Francis Borgia School Home and School Association Handbook 2017/2018 School Year**

The St. Francis Borgia Home and School Association is an organization consisting of volunteer parents of students at St. Francis Borgia Catholic School.

### **Mission**

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

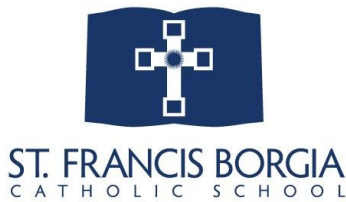
- Promoting a quality Catholic education.
- Offering well-planned programs providing information of interest and value to parents as well as educational enrichment for students.
- Fostering an atmosphere to encourage school spirit and a sense of community through volunteerism and fun activities.

### **Objectives**

- Designate fundraising to support targeted gift giving and necessary capital expenditures.
- Identify and sponsor social and enrichment opportunities for students, parents and staff.

The Home and 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 the handbook.

Membership on the the Home and School Association is open to all St. Francis Borgia School families who have paid membership dues on the annual tuition statement.



## **Overview of the Parent Commitment Program (Volunteer Hours)**

Our Parent Commitment Program requires all school families with children in 3K through 8th grade to commit to a set amount of volunteer time. Parental volunteers enable us to offer programs and activities that would not otherwise be possible.

- Parents whose oldest child is in 5K through 8th grade will be asked to perform 25 hours of volunteer time per family in one year's time (May 1st through April 30th). Single parent families will be asked to volunteer half of this amount (12 hours).
- Parents whose oldest is in 4K will be asked to perform 15 hours of volunteer time per family in one year's time (May 1st through April 30th). Single parent families will be asked to volunteer half of this amount (7 hours).
- Parents whose oldest child is in 3K will be asked to perform 10 hours of volunteer time per family in one year's time (May 1st through April 30th). Single parent families will be asked to volunteer half this amount (5 hours).

No rollover of hours from year to year will be allowed. If the number of volunteer hours is not reached at the end of a full year, the family will be billed at a rate of \$25 per hour for the difference between what their responsibility is, and what they have volunteered to date.

Families choosing not participate in this program can "opt out". The opt out fee is \$25 per hour.

- The opt out fee is \$645 for families whose oldest child is 5K through 8th grade.
- The opt out fee is \$375 for families whose oldest child is in the 4K program.
- The opt out fee is \$250 for families whose oldest child is in the 3K program.

By opting out, the requirement to participate in this program is waived, and the family's responsibility is fulfilled.

To provide a more effective distribution and use of volunteer hours, we are asking that some of these hours be on specific activities.

- Parents whose oldest child is in 5K through 8th grade will be asked to perform 5 of their 25 hours on fundraising activities. Single parent families will be asked to volunteer half of this amount (3 hours).



ST. FRANCIS BORGIA  
CATHOLIC SCHOOL

- Parents whose oldest child is in 4K will be asked to perform 3 of their 15 hours on fundraising activities. Single parent families will be asked to volunteer half this amount (2 hours).
- Parents whose oldest child is in 3K will be asked to perform 2 of their 10 hours on fundraising activities. Single parent families will be asked to volunteer half this amount (1 hour).

### **Home and School Association Meetings**

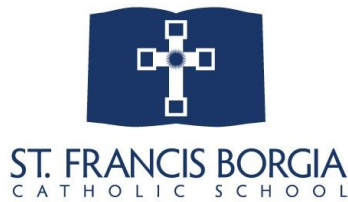
The Home and School Association meetings are held periodically throughout the school year and are open to anyone wishing to attend. The meeting dates are published on the school website and in the school newsletter. Parental participation is always needed for many Home and School sponsored functions. Please attend a meeting to learn more about what we do and how you can get involved. Your help is always appreciated! Attending a meeting counts towards your volunteer commitment hours.

**Below is a listing of all activities sponsored by St. Francis Borgia Home and School Association.**

### **Home and School Sponsored Committees, Programs, and Activities**

#### **Non-Fundraising**

The Home and School Association sponsors the following committees, programs and activities. Many of the following committees/programs require financial support from the Home and School Association. The following committees/programs are not to be considered as fundraising activities, however, in some instances these events may earn a profit. (*Committees/Programs with an (\*) are standing committees. Committee chairpersons must be found for these committees/programs each school year or become the responsibility of the Executive board*). All other committees, programs, and activities listed will cease to exist for that school year if a Committee chairperson isn't found for that school year.



### Back to School Party

This event provides a fun kick-off to the school year where students, parents, teachers and staff can socialize and take part in planned activities. Students will find out their homerooms, are able to meet their teacher (s) and drop off school supplies.

### New Family Welcome

This program helps to welcome new families to SFB School. This program is organized by the Vice-President and often includes a playdate in the park prior to the start of school and a new family welcome night.

### Enrichment for Families and Students

This committee was created to assist the school in the promotion and implementation of programs to enhance the educational experience. These might include such things as guest speakers, spelling bees, Talent show, or family movie night.

### Field Day

Field Day is held annually during the last week of school and is coordinated by the physical education teacher. Funds are allocated by Home and School to assist with this event as requested by the Physical Education teacher. Home and School also provides students with the annual Field Day T-shirt.

### Father/Daughter Dance

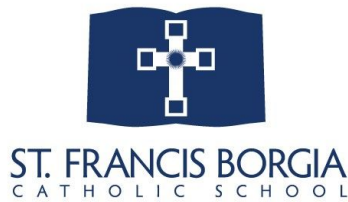
This annual event is a dance that is held in the SFB School gym with a different theme each year. It is open to all SFB School girls, fathers, grandfathers, uncles and special friends.

### Father/Son Event

This annual event is dependent on the organizer (s). This event can be anything and changes often year to year. Past events have included Brewers game, Sledding at Sunburst, bowling or cookout. It is open to all SFB School boys, fathers, grandfathers, uncles and special friends.

### Mother/Daughter Event

This annual event is dependent on the organizer(s). This event can be anything and changes often year to year. Past event have included a Brunch, ice skating, roller skating and a paint party. It is open to all SFB School girls, mothers, grandmothers, aunts and special friends.



### Mother/Son Event

This annual event is dependent on the organizer(s). This event can be anything and changes often year to year. Past events include basketball games, pancake breakfast, roller skating. It is open to all SFB School boys, mothers, grandmothers, aunts, and special friends.

### Hospitality and Faculty Catering\*

This committee functions to provide a friendly reception and treatment to school and parish staff, families and guests of SFB and is directed by the Home and School Association. This could be in the form of meals, gifts, events, or other goodwill gestures. There are many planned hospitality events each school year.

### Junior Achievement

This program offers students an opportunity to learn about work that is performed in the world. It teaches practical skills such as money exchange. This program is part of the national JA Program and is run by a volunteer parent.

### Library\*

The library committee assists the school Librarian with the fall and spring book fairs. This includes promoting the book fairs, recruiting book fair volunteers and covering supervision of the book fair shifts. This committee also promotes "Books for Birthday" which is an annual donation of a book, by school students in honor of their birthday.

### Red Ribbon Week

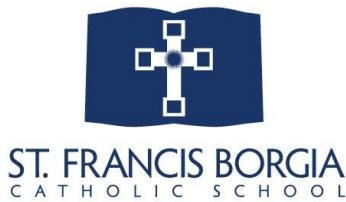
This committee will organize the annual Red Ribbon Week. They will be in contact with Starting Point of Ozaukee County and/or the National Red Ribbon Week website. Starting Point of Ozaukee organizes the local theme that the surrounding schools often use and has the local speaker information.

### Room Parent Coordinators\*

This committee's purpose is to recruit room parents who work with the homeroom teacher. Room parents will coordinate activities requested by the teacher. Room parents are given a designated dollar amount from the home and school board at the beginning of each school year to assist with classroom parties, project expenses and teacher birthdays.

### Parent Science Committee

The Science Club is available to students after school and coordinated by a volunteer.



### Sunshine Program

This committee is responsible for sending out cards/notes to SFB school staff and families for the following: sympathy births, illness/surgery, etc.. They can also place announcements in the school newsletter. This committee will also send flowers/plants or gift cards to SFB School staff and families when appropriate.

### Total Life

This committee is concerned with the spiritual well-being of the school. They help the school celebrate special Saint's days, host SFB Parent's Prayer Groups and provide Catholic items (books, rosaries, etc.). It also promotes Catholic activities to school families.

### Uniform Resale

This event provides the opportunity for SFB School families to purchase approved SFB School uniform items in good condition. All items are donated to the Home and School to help with funding activities.

### Cookie Elf

This committee puts together this annual event for the teachers and staff of SFB School. Cookies/bars are baked by school families and brought to school prior to the start of Christmas vacation. This committee organizes this event and distributes above mentioned.

### Other\*

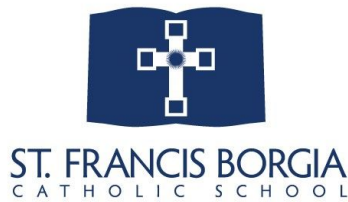
In addition to the above mentioned committees, the Home and School Board will coordinate other activities such as Catholic Schools Week, Teacher Appreciation gift, Staff Christmas Gift collection and other events.

## **Fundraising Committees**

The purpose of these fundraisers is to generate income for the Home and School Association operating budget. Because this income is used and budgeted to benefit SFB School, teachers and staff, the profits from these fundraisers cannot be designated to a particular cause. Fundraisers may change annually as approved by the Home and School Executive Board.

### Funds for Education

This program raises money to use towards our school. The General Mills Box Tops can be brought to school throughout the school year.



### Plant Sale

This annual event takes place in the spring. School and Parish families are given the opportunity to purchase gift certificates for a local Green House. The gift certificates are sold with a designated percentage profit going Home and School.

### Spaghetti Dinner

This committee will organize this annual event. This event is usually held in the SFB Church Hall and includes a meal, raffle, fun activities and entertainment. This event provides an opportunity to have school and parish families come together

### Other

The Home and School Board can organize other fund raising events throughout the year such as Dining to Donate.

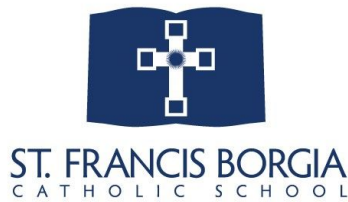
## **St. Francis Borgia Home and School Cash Handling Policy**

In accordance with the guidelines established by the Archdiocese and required by St. Francis Borgia Parish, the following policy has been implemented regarding cash handling for Home and School events:

As of January 1, 2014, any cash/checks collected as a function of the Home and School Committee must be either taken to the school office during office hours or deposited in one of the drop safes at the North Church immediately following the event. One time use, sealable, numbered, deposit bag(s) will be provided to the event chairperson for this purpose. Each bag has an attached receipt with the same number as the bag that should be removed and forwarded to the Home and School Treasurer.

For events such as Spaghetti Dinner, the Home and School Treasurer will arrange for an authorized person from the Parish Office to assist with the deposit(s). For all other revenue producing events, the deposit can be made at the SFB School Office with an administrative staff member. Receipts for all deposits should be forwarded to the Home and School Treasurer.

Deposits made at the North Church will be retrieved by a Parish employee and the Home and School Treasurer will be notified to pick up the funds and deposit them at Cornerstone Bank. Deposits made at the School Office will be collected by the Home and School Treasurer, balance verified on school premises and immediately deposited at Cornerstone Bank.



Cash requested as start up for any event must be requisitioned on the SFB Home and School Cash Request Form. The event chairperson is required to verify and sign for the cash upon receipt.

In addition, no cash received for start up, received as revenue or donation can be used to pay vendors or to reimburse expenses of any kind. All requests for payment or reimbursement must be submitted to the home and School Treasurer on a Check Request Form with appropriate documentation attached.

Any cash removed from St. Francis Borgia Parish, School grounds and not following the protocols laid out in the policy, is not insured and becomes the liability of the person removing the funds.

This policy has been created for the mutual protection of the St. Francis Borgia Parish and its volunteers from unnecessary liability exposure.