



Home and School Association 2019-2020 Parent Handbook

The Saint Joseph Home and School Association was formed to offer a liaison between the parents and the school. We operate under the guidance of the Saint Joseph School Board. Our bi-monthly meetings offer parents a forum to voice their opinions and concerns. School issues are discussed with a question and answer period after each meeting. Each meeting is approximately one hour, which allows parents to come together and participate in making our school an outstanding educational facility for our children. **To make sure your children are benefiting from what the school has to offer each family, it is vital that you attend these meetings throughout the year.**

The Home and School Association also functions as a catalyst for fundraisers and social functions, which allow families to have fun, develop camaraderie and keep tuition at a manageable level. This year, we are offering a broad range of fundraising opportunities and events for families to participate in throughout the school year. While we do not expect every parent to participate in every fundraiser, we do hope that you will take the personal responsibility to support as many of the fundraising events you can.

We are a completely volunteer organization, giving our time freely to make Saint Joseph School the "best of the best" when it comes to the education of our children. In doing so, we are dedicated to raising funds to support our school. The Association is always receptive to new ideas and suggestions. All new fundraising and/or event proposals should include all the necessary details, including the date requested, costs associated with the event and volunteers needed. Due to budgeting deadlines, this should be submitted as far in advance as possible and should be given to the principal for review during monthly school board meetings. We are always available to parents before and after our monthly meetings or via phone or email.

Saint Joseph School accepts students without regard to race, creed, color or nationality to all programs, activities, rights and privileges that are offered.

ST. JOSEPH SCHOOL MISSION STATEMENT

The Mission of St. Joseph School is to provide the highest quality of spiritual and academic education, through the example of Jesus Christ, in order to meet life's challenges by developing Catholic values in a faith-filled environment.

St. Joseph School
335 Center Street
Bristol, CT 06010
Phone (860) 582-8696

Website: school.stjosephbristol.org



facebook.com/SJSCT

2019-2020 – Home and School Executive Committee

School Principal:	Mr. Eric Frenette	(860) 582-8696	frenette@stjosephbristol.org
H&S President:	Jenn Vanasse	(860) 221-5240	jrvanasse@gmail.com
H&S Vice President:	Nicole Wilson	(860) 305-4048	fitmomoftwins@gmail.com
Treasurer:	Kelly Godreau	(860) 919-3000	kelly322@sbcglobal.net
Secretary:	Heidi Caron	(860) 402-1753	heidicaron@comcast.net
Scrip Committee:	scrip@stjosephbristol.org		
	Jenn Vanasse	(860) 221-5240	jrvanasse@gmail.com
	School Office	(860) 582-8696	schooloffice@stjosephbristol.org
	Kelly Godreau	(860) 584-0662	kelly322@sbcglobal.net
Fundraising Assessment Tracking:	School Office	(860) 582-8696	schooloffice@stjosephbristol.org
	Jenn Vanasse	(860) 221-5240	jrvanasse@gmail.com
	Nicole Wilson	(860) 305-4048	fitmomoftwins@gmail.com

Home & School President: This person's role is to oversee all H&S Committee members and chairperson(s) to successfully execute the H&S fundraising plan. Also responsible for communicating monthly to the school board regarding various initiatives and any progress made towards the \$100,000 fundraising goal. Acts as a liaison between parents and the school board to address any concerns and answer any questions. Along with the Principal, plans the agenda for H&S meetings to provide a general report to the parents, encourage participation and communicate upcoming events. Give webmaster updated forms, flyers and documents as it pertains to H&S. Create and plan events for the school year and recruit committee chairs as needed. Meet with executive committee and room reps to ensure communication and progress towards fundraising goal is being made.

Home & School Vice President: This person's role is to assist the Home & School President in executing the H&S fundraising plan and preside in the absence of the President and shall assist the President with matters affecting the association.

Treasurer: Deposit, record and account for all H&S fundraising and SCRIP monies received and spent. Provide a monthly financial report to the H&S President prior to H&S meetings and board meetings.

Scrip Committee: The Scrip team will maintain inventory, track family progress, schedule volunteers to help sell at school. They will also provide a monthly report to the H&S President as to progress of the program.

Secretary: Attend all meetings to record minutes and submit to the H&S President for approval and posting to school families.

Fundraising Assessment Chairperson: The school office will maintain the master list of each family's volunteer hours and profits earned on fundraisers. In December and April, each family will receive a statement showing their earnings towards their required assessment. The school office will communicate with the H&S President as any concerns or issues that arise.

2019-2020 – Room Representatives

PRE-K3 Room Rep:	Lauren McCarthy	laurenmichellemccarthy@gmail.com
PRE-K4 Room Reps:	Nicole Wilson	fitmomoftwins@gmail.com
	Alyson Phelan	alyson.pierce@gmail.com
Kindergarten Room Rep:	Cindy LaMarre	bankgirlcindy@yahoo.com
1st Grade Room Reps:	Allison Casinghino	alliecjep@gmail.com
2nd Grade Room Reps:	Erica Rosado	erosado@massmutual.com
	Michelle Malone	mmalonex@gmail.com
3rd Grade Room Rep:	Erin Carlson	eec808@gmail.com
4th Grade Room Reps:	Risa Robinson	rpi05@yahoo.com
	Kim Wood	snowkatt71@comcast.net
5th Grade Room Rep:	Anya Rochester	rochesteranya@yahoo.com
6th Grade Room Reps:	Kelly Godreau	kelly322@sbcglobal.net
	Roxanne Ryan	roxmarie@comcast.net
7th Grade Room Reps:	Rebecca Stevenson	rebecca70s@hotmail.com
	Marisol Barresi	maribp777@yahoo.com
8th Grade Room Rep:	Elizabeth Burns	burnsytb@yahoo.com

Room Rep Responsibilities:

Motivates and inspires the Parents to become involved in our School Community. Foster a classroom environment of inclusiveness and represents the School in a positive manner.

Responsibilities include:

- Communicate regularly with Parents via e-mail. At least once monthly, more as necessary.
- Communicate upcoming events and reminders (hot lunch bake days, dress down events, Book Fair, Picture Day, registration forms, etc.)
- Partner with the Teacher to keep Parents involved/informed about classroom activities.
- Collects money and shops for Teacher gifts throughout the year. Provides info and photos of gifts purchased to parents.
- Gathers support and volunteers as requested by H&S to staff/support fundraising efforts and school volunteer needs.
- Mentors and partners with Families new to the class to ease transition.
- Willing to devote the required time and effort to fulfill the role.
- Computer literate and comfortable with written and verbal communication
- Coordinate, or find someone to coordinate for their class, the auction class project and pasta dinner basket. The baskets are themed and each class will receive their theme from the pasta dinner coordinator. Some classes collect money, others donations. The auction class project is a handmade item, made by the class, that is put in the live portion of the auction. The class coordinator picks what the project will be.

Annual Family Requirements

\$200 Annual Raffle:

The Annual Raffle is mandatory for each new and returning family. Each family (Pre-K through 8th grade) is required to sell or buyout \$200.00 in tickets. Each family will receive tickets in January and is responsible for selling/buying the tickets assigned to them by February 28th. All stubs and money are to be returned to the school on that date. The raffle consists of 22 cash/gift card prizes during the month of March, including a cash grand prize on March 31st. Unpaid Raffle tickets will be billed into tuition if not paid.

\$300 Fundraising Fee:

Each new and returning Pre-K through 8 family is required to pay a \$300.00 fundraising assessment fee with a minimum of \$200.00 in Scrip.

There are several ways to take care of your fundraising assessment and raffle obligations:

1. You may buyout your required fees directly to the school by check or cash.

This payment would need to be made by September 24, 2019. Checks should be made payable to "St Joseph School H&S Association". If you pre-pay your fundraising assessment and still participate in the SCRIP program, volunteer your time, and/or participate in fundraisers, your payment cannot be returned or rolled over to the following year as it is already included in our budget.

2. You must participate in the SCRIP program:

All new and returning families (Pre-K through 8th grade) must participate in the SCRIP program until you have earned \$200 in SCRIP profit. Additionally, your remaining fundraising assessment balance may come from any additional SCRIP profit earned. This will allow a family to earn their entire fundraising assessment fee through the SCRIP program.

The SCRIP year runs from May 1, 2019 through April 30, 2020. As an incentive, we will offer the 50/50 split between St. Joseph's School and the family on profits earned once your entire \$300.00 fundraising assessment fee has been met. Your half will be in the form of a tuition credit that will be applied to the next year's tuition. The SCRIP Committee will keep track of all profits earned for each family and periodic statements will be provided to all school families. Tuition credits are non-transferable and have a zero cash value.

3. You may participate in our fundraisers:

Profits made from various fundraisers you participate in throughout the May 1, 2019 through April 30, 2020 year will be applied towards your required fundraising assessment. For example: Your family sells \$130.00 in pies and the SJS H&S profit is \$52.00, that \$52.00 will be deducted off of your required fundraising assessment fee. Monies spent at events such as Auction and the Golf Tournament are EXCLUDED.

4. You may volunteer your time.

We understand that some families may not be able to volunteer, therefore volunteering is not required. If you can volunteer, a maximum of twenty (20) hours of your volunteer time can be used to reduce your fundraising assessment by \$100.00. Every hour volunteered will be valued at \$5.00. Volunteer time includes but is not limited to: chairing or working on an event or fundraiser, working at the book fair, boosters, coaching, boy or girl scout's leader(s), field trip chaperones, and lunch helpers and monitors.

Please be advised that the fundraising assessment operates from May 1, 2019 through April 30, 2020. Hours volunteered after April 30, 2020 will be applied to the 2020-2021 year. All unpaid balances will be added to your next year's tuition and you will be pre-billed for the current school year.

The school office will maintain the master list of each family's volunteer hours and profits earned on fundraisers. In December and April, each family will receive a statement showing their earnings towards their required assessment. It is your family's responsibility to keep track of your time and report it to either the fundraising chair, if it is a fundraising event, or to the school office if it is a school event.

Volunteer Guidelines

The St. Joseph School community relies on its volunteers for a variety of activities such as chairing or working on an event or fundraiser, working at the book fair, sports boosters, coaching, hot lunch serving, boy or girl scout's leader, field trip chaperones, lunch helpers, class monitors, and much more. Because we do value the time you spend helping SJS, every hour volunteered will be valued at \$5.00 per hour, which will be used to reduce your fundraising assessment. A maximum of twenty (20) hours of your volunteer time (\$100.00) can be used to reduce your fundraising assessment fee as follows:

Activity	Amount Earned
Home and School Officers	\$100.00 (20 hours)
Room Rep(s)	\$100.00 (20 hours) for (1) Rep, \$50 each for (2) Reps
Lunch Monitor	\$5.00 per day worked
Event Chair	\$5.00 per hour worked
Volunteer	\$5.00 per hour worked

Lunch Monitor:

Lunch monitors relieve the classroom teacher at lunch. You stay in the classroom, as the teacher goes to the faculty room. Sign up for what day of the week is convenient to you through your room rep. Involves one half hour of your time. Please contact your class rep if you are interested.

Fundraising/Event Chairperson Responsibilities:

The Chairperson for each event shall report to the school office the list of volunteers and the hours worked within 21 days of the conclusion of the event. A full accounting of all income and expenses should be taken and all monies need to be given to the H&S Treasurer for deposit.

Provide flyer or promotional materials to the Home & School President so that your event maybe added to Facebook and the school website.

Please note that the church office requires 2 weeks notice to put an insert in the bulletin. The cutoff for printing in the bulletin is 3 pm on Mondays.

Communicate with the H&S President as to the progress of each event/fundraiser you are running and be sure to alert them when there are any issues or if help is needed.

Present an update on your event/fundraiser to school families at the appropriate monthly H&S Meeting(s).

**2019-2020
FUNDRAISER & EVENT SCHEDULE & GOALS**

To meet the budgeted \$100,000 this year, the following fundraisers and events have been planned. There's a broad range of fundraising opportunities and events for families to participate in throughout the school year and while we do not expect every parent to participate in every fundraiser, we do hope that you will support as many of the fundraising events you can.

All Year:	Pre-Paid Fundraising Fee	\$ 9,900
	Scrip Sales	\$ 12,000
September:	Chocolate Fundraiser <i>*\$30 per case sold applies to fundraising fee</i>	\$ 2,900
	Crazy Hat/Hair (for Auction) 9/18/2019	\$ 270
October:	Square Art Fundraiser 10/30/2019 to 11/13/19 Delivery 12/6/19 <i>*20% or 33% profit applies to fundraising fee (based on participation)</i>	\$ 900
	Pie Sale 10/1/19 to 10/22/19 Delivery 11/18/19 <i>*40% profit applies to fundraising fee</i>	\$ 1,000
	Yankee Candle (11/1/2019 to 11/15/2019 Ships 12/9/2019 <i>* 40% profit applies to fundraising fee</i>	\$ 2,000
	Pajama Day (for Auction) 10/23/2019	\$ 300
November:	Auction 11/2/2019	\$ 38,000
	Yankee Candle (11/1/2019 to 11/15/2019 Ships 12/9/2019)	\$ 2,000
December:	Breakfast with Santa (8th Grade & Sports) 12/1/19	\$ 1,000
January:	Paint Night 1/31/19	\$ 100
February:	Raffle (112 Families @ \$200) 2/1/20 to 2/28/20	\$ 17,280
	Firefly Adult Social 2/23/20	\$ 500
March:	Lenten Pasta Dinner 3/7/20	\$ 1,000
	Mixed Bags 3/16/20 to 3/30/20 Delivery before Mother's Day <i>* 40% profit applies to fundraising fee</i>	\$ 1,000
	Easter Egg Hunt 4/4/20	(\$ 600)
April:	Father Daughter Dance 4/24/20	(\$ 400)
	Mother/Son Bowling 4/24/20	\$0
May:	Golf Tournament 5/14/20	\$ 11,000
June:	Ice Cream Social 5/26/20	(\$ 150)
		\$ 100,000

**Please note that dates are subject to change.*

**All fundraisers that apply to your fundraising fee are noted.*

SCRIP Program

WHAT IS SCRIP?

SCRIP is one of the larger fundraising programs at St Joseph School. The program requires no out-of-pocket expenses and allows the school to earn profit off local & national merchants you already frequent. The St. Joseph Home & School Association purchases gift cards to local merchants at a discount, from 1.50% - 15%. The SCRIP committee then sells you the gift cards at face value, with the difference going to St. Joseph School as profits earned. Over the last several years SCRIP raised over \$20,000 annually, which directly contributed to the various school activities and initiatives at St. Joseph School throughout the year. *SCRIP directly benefits your children!*

You must participate in the SCRIP program:

All new and returning families (Pre-K through 8th grade) must participate in the SCRIP program until you have earned \$200 in SCRIP profit. Additionally, your remaining fundraising assessment balance may come from any additional SCRIP profit earned. This will allow a family to earn their entire fundraising assessment fee through the SCRIP program. The SCRIP committee will keep track of all profits earned for each family and periodic statements will be provided to all school families.

SCRIP POLICIES & PROCEDURES

- SCRIP Participation is MANDATORY for grades PreK through 8th grade.
- The SCRIP year runs from May 1, 2019 through April 30, 2020.
- Each Family is required to earn \$200.00 profit per SCRIP calendar year. The \$200.00 earned is calculated by the discount percentage of the merchant. For example: Dennis Uniform gives a 5% discount meaning a \$100.00 gift card will earn you \$5.00 towards your assessment.
- SCRIP requirement of \$200.00 may be paid in-full at the beginning of the school year to the St. Joseph HSA.
- Any unearned portion of the \$200.00 requirement will be invoiced in May 2020 and is due in June 2020.
- As an incentive, we will offer the 50/50 split between St. Joseph School and the family on profits earned once your entire fundraising assessment fee has been met. Your half will be in the form of a tuition credit that will be applied to the next year's tuition, 2020-2021 school year. Scrip tuition credits are non-transferable and have a zero cash value.
- Methods of Payment: Cash or Check *Returned checks will incur a \$30.00 processing fee, 2 returned checks will result in loss of check writing privileges.

SCRIP AVAILABILITY

SCRIP is on sale Thursday mornings from 7:45AM to 8:15AM, during all school office hours, and at the HSA meetings. SCRIP can also be purchased via backpack mail. Complete the order form and return with payment to the attention of the SCRIP Committee. You can order any cards/denominations that are available thru SCRIP. If the merchant is not listed on our school form, simply fill out the special-order form with the merchant and denomination that you are ordering. All special orders must be turned into the school by noon on Friday and the gift cards will be returned via backpack mail the following Thursday. *YOU WILL RECEIVE A RETURNABLE ENVELOPE WITH EACH SCRIP ORDER, PLEASE USE THIS ENVELOPE TO PLACE YOUR NEXT ORDER VIA BACKPACK MAIL.*

NEXT-DAY TURN AROUND is offered for several retailers. This form will be sent out via Tuesday's email communication from Mrs. Nappi and will be available on the school web site. In stock back-pack orders will be filled and sent home via back-pack either the same day or next day. Cards must be paid for in advance!

SHOPWITHSCRIP.COM

We encourage families to sign up on the shopwithscrip.com website. Here you can not only place orders, but you can get some instantly through "ScripNow!" and then print from home or use on your phone. Another benefit is once you are logged in, you view your own Scrip status and past orders. This makes it easy to track your credits. Signing up is easy and if you need help, please email the scrip committee at scrip@stjosephbristol.org and we will walk you through the process.

Please call the school office for our enrollment code.



2019-20 Volunteer Reporting Form

Volunteer time is not required by SJS H&S. For those who do volunteer, a maximum of twenty (20) hours of your volunteer time can be used to reduce your fundraising assessment by \$100.00. Every hour volunteered will be valued at \$5.00. The year goes from May 1st, 2019 to April 30th, 2020. You may report hours on this form throughout the school year. Please remember you must be Virtus Trained to volunteer in the school with the children. You may also submit your hours on the school website: <https://stjosephbristol.org/school/home-school-association/volunteer-reporting/>

Forms received after 5/7/2020 will NOT be considered!

Event/Fundraiser	Dates	# of hours worked	\$ Amount
<i>Example: Lunch classroom helper</i>	<i>Sept. 14</i>	<i>1</i>	<i>\$5.00</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

**PLEASE RETURN THIS FORM TO THE SCHOOL OFFICE
NO LATER THAN 5/7/2020!**

Please print your family information below:

Last Name: _____ Oldest Child's name/Grade: _____

Address: _____

Phone Number: _____ Email: _____

Thank You for supporting St. Joseph School!



SJS Home School Association Check Reimbursement Request

Committee/Event: _____

Date: _____

Amount Requested: _____

Requested By: _____

Description of Expense: _____

Committee Chair Approval: _____ Signature _____

Pastor Approval: Father Ivan Ramirez Signature _____

Principal Approval: Eric Frenette Signature _____

Treasurer Approval: Kelly Godreau Signature _____

Amount of Reimbursement: _____ Check # _____

Please attach copy of itemized receipt to this form



2019-2020

**Acknowledgement of Fundraising Assessment Fee and Raffle Requirements
Return this entire form to the school office by September 25, 2019.**

All families are responsible for (1) to buy or sell \$200.00 in raffle tickets and (2) a **mandatory** \$300 fundraising assessment fee, which includes earning \$200 in SCRIP profits. Pre-paid fees are NOT refundable or transferable. In May of 2020, you will be billed for your unearned balance. All unpaid balances will be added to your next year's tuition. There are several ways that this fee may be paid, if you have chosen not to pay in full by September 25, 2019.

Scrip Program: Participation is **mandatory** for every family. This program is flexible and allows you to use scrip for all your needs. Each family must earn an annual profit of \$200.00 for the school. The Scrip year runs from May 1, 2019 through April 30, 2020. In May of 2020 each family will be billed for unearned profits. **Any unpaid balance at the end of the school year will be added to next year's tuition.** You may begin earning tuition credit at 50/50 with each Scrip purchase you make once your entire \$300 fundraising assessment fee has been made.

Participate in our fundraisers: Profits made from various fundraisers you participate in throughout the May 1, 2019 through April 30, 2020 year will be applied towards your required fundraising assessment. Monies spent at Auction, the Golf Tournament, and Raffle are EXCLUDED.

Volunteer your time: Volunteer time is no longer required by Home & School Association. For those who do volunteer, a maximum of twenty (20) hours of your volunteer time can be used to reduce your fundraising assessment by \$100.00. Every hour volunteered will be valued at \$5.00.

Annual raffle: Participation in the annual raffle is **mandatory** for every new and current Pre-K through 8th grade family. You are required to sell or buy \$200.00 in tickets. You are responsible for returning all ticket stubs and money on the assigned date. You will be billed for tickets left unsold.

We want to make sure all families understand their obligations in helping to make St. Joseph School the best of the best. Thanks for your support. Let's have a great year!! Please sign below to confirm that you have read and understand the **Fundraising Assessment Fee, Scrip Program** and **Annual Raffle** requirements.

Return this entire form to the school office, Attention: Home & School Association by September 24, 2019.

Family Last Name: _____

Child: _____ Grade: _____

Child: _____ Grade: _____

Child: _____ Grade: _____

Child: _____ Grade: _____

I/We acknowledge that **in addition** to the annual raffle requirement of \$200.00, my family is required to pay or earn a \$300.00 (including \$200 SCRIP) Fundraising Fee Assessment. Total commitment is \$500.00 including raffle. Any unpaid balance at the end of the school year will be added to next year's tuition.

Parent/Guardian's Signature: _____ Date: _____