
***Welcome to the St. Joseph School Family
Home-School Association
2007-2008 Parent Handbook***

Home and School Association

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 monthly meetings offer parents a forum to voice their opinions and concerns. School issues are discussed with questions and answers after each program. 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 also keep tuition at manageable levels. We ask that every parent take the personal responsibility to support the fundraising events that are conducted throughout the school year.

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. We are always available to parents before (by appointment) and after our meetings.

St. Joseph School
335 Center Street
Bristol, CT 06010
Phone (860) 582-8696
Website: <http://school.stjosephbristol.org>

Home and School Officers - 2007 / 2008

School Principal

Mark Monnerat 860-582-8696

Co-Presidents

Pete Roberge 860-589-0489

Tom Rokosa 860-583-3493

Co-Immediate Past Presidents

Shawna Rogers 860-585-9591

Diane Doyon 860- 584-4681

Co-President Elects

Mike Aldieri 860-585-1366

TBA

Vice Presidents

Laura Bouchard 860-314-1419

Ronald Tessman 860-583-6763

Treasurer

Greg Gorski 860-584-9645

Recording Secretary

Lori Hvozdovic 860-584-8318

Points Co-Secretaries

Antonetta Palmer 860-585-7987

Melissa Subocz 860-589-7016

Chairpersons

Auction	Laura Bouchard & Pam Adams Diane Doyon, Shawna Rogers, Sue Simoneau
Bingo	Mark Monnerat & Michael Pirog
Booster Club (sports)	TBA
Golf Tournament	Tom Rokosa & Mike Aldieri
Hot Lunch	Tammy Sturm
Pizza Hot Lunch	Scott Peterson
Room Rep Coordinator	Melissa Subocz
Scrip	Diane Doyon, Mary Saucier, and Tanya Shea
Wrapping Paper Sale	Tom & EJ Conlin
Raffle	TBA

Email address for scrip
Email address for auction

scrip@stjosephbristol.org
auction@stjosephbristol.org

Annual Family Requirements

Activity Fee:

Each family is required to pay a \$250.00 activity fee assessment. The activity fee goes towards the purchase of school supplies. There are two ways to take care of your activity fee:

1. You may earn **points** that are used to reduce your \$250.00 assessment. Fifty (50) points, per family, are needed to completely eliminate your assessment. Families can earn these points by working an event or fundraiser. One (1) point is earned for every hour worked (one point = \$5.00). In addition, you will receive five (5) points for each \$100.00 spent for the following fundraiser events: Auction, Golf Tournament, and Wrapping Paper sale. **Please be advised that the point year operates from May 1, 2007 through April 30, 2008. Points earned after April 30, 2008 will be applied to the 2008-2009 year.**
2. You can pay \$250.00 directly to the school by check, cash, or credit card. This payment would need to be made by 09/11/07. Credit card payments may be made through the school office.

The Point Secretary will keep track of the points each family earns. You, or the Chairperson of the event you are working, must submit the points earned to the Point Secretary.

Scrip Program:

The SCRIP program is mandatory for each family. **Each family is required to earn a minimum of \$150.00 in profit per SCRIP year.** The SCRIP year runs **May 1, 2007 through April 30, 2008.** As an incentive, we will continue to offer the 50 / 50 split between Saint Joseph's and the family on profits earned over \$150.00. Your half will be in the form of a tuition reduction credited to the following school year. Scrip credits will not directly be applied towards your ACTIVITY point assessment.

You may pay your \$150.00 upfront and then all profit earned will be in the 50/50 split for tuition credit for the school year 2008-2009. Payments may be made by cash, check or credit card.

The SCRIP chairperson will keep track of all profits earned for each family.

Raffle:

The annual **SPRING RAFFLE** is mandatory for each family. **Each family is required to sell \$200.00 in tickets.** Each family will receive tickets at the raffle kick-off and is responsible for selling/buying the tickets assigned to them. All stubs and money are to be returned to the school on the assigned date. Typically the raffle runs over a three-month period.

Earning Your Family's 50 Points

Point List

Activity	Number of Points Earned
Chairperson / Co-Chairperson	25-50 points
Home and School Officers	50 points
Bingo Officers	50 points
Room Rep	35 points
Volunteers	
Bingo	1 point per hour / 1 point per baked good
Golf Tournament	1 point per hour worked at tourney 5 points per \$100 sponsor
Wrapping Paper Sale	1 point per hour worked on committee 5 points per \$100 sold
Auction	1 point per hour worked on committee 5 points per \$100.00 bought
Hot Lunch	1 point per hour worked
Baking	1 point per item
Lunch Mom / Dad	3 points per day worked
School Assistant	1 point per qualified hour worked

The Home and School Association Executive Board will periodically review this policy to insure each program is credited fairly. If you feel the point system is not working fairly, you may appeal to the Executive Committee.

Point Penalty

If you sign up for an activity and fail to report at your designated time (or you don't find a replacement) you will have 1 point deducted from your then current point total as a penalty for each hour you had committed to work.

Chairperson Responsibility

The Chairperson for each event shall report their report of volunteers and the points they have worked within 21 days of the conclusion of the event.

OVERVIEW:

1. You may pay the \$250.00 activity fee **OR** earn points to cover the fee by volunteering.
2. You may pay your \$150.00 in SCRIP profit upfront and immediately start earning tuition credit **OR** earn the profit by purchasing SCRIP throughout the year.
3. You may sell **OR** buy your \$200.00 in raffle tickets.
4. Periodically check to make sure your points are up-to-date.

FUNDRAISER / EVENT DIRECTORY

AUCTION: This traditionally has been our largest fundraiser. Workers are needed throughout the year to find and collect donations. We also need workers for the night of the auction as waiters, hosts, runners, cashiers, loaders, parking lot attendants, set-up crew, clean-up crew, and kitchen help etc.

BINGO BAKER: To bake (or buy) a cake, muffins, cookies, etc. on a bi-weekly basis for Wednesday night Bingo. Baked goods can be sent to school with your child (please label with your name and mark "Bingo" to receive points). A schedule will be given out in advance.

BINGO KITCHEN WORKER: Work in the Guild Hall kitchen preparing and serving food to Bingo patrons. This is a once a month commitment and will take care of all needed activity points for the year. Two shifts are available – afternoon to prepare sandwiches and set up the kitchen and after 5:30 p.m. to serve food and clean up kitchen. Each time scheduled would be between 2-3 hours.

BINGO WORKER: Workers are needed to staff the weekly Wednesday night Bingo games. People are needed to sell ticket packages before and during the games, to sell "Rip-Offs", and to generally assist Bingo patrons. You would be scheduled approximately once a month and would work between 3-4 hours each time scheduled. We Need You!

CLASS REPRESENTATIVES: Coordinating class activities with Teachers and Parents.

HOT LUNCH BAKER: To bake cupcakes, cookies, or bars to be sold every week at hot lunch.

HOT LUNCH COOK: To cook with a team to feed approximately 200 students. There will be about four teams working on a rotating schedule. Hours are from 9 a.m. to 1 p.m.

HOT LUNCH SERVER: Set up and serve hot lunch on a rotating schedule approximately every 4-6 weeks. Time involved is from 11 a.m. to 1 p.m.

LUNCH MONITOR: Relieve the classroom teacher at lunch. You stay in the room, as the teacher goes to the faculty room. Sign up for what day of the week is convenient to you. A 1/2 hour each time commitment each time you do it. Please contact your class rep if you are interested.

PARADE FLOAT: Help design and decorate an award-winning float for the Mum Festival Parade held in September.

PIZZA LUNCHES: Volunteer your time one day a week at lunchtime to serve purchased pizza and snacks to the students.

RAFFLE: To ensure the success of the annual raffle all SJS families must participate

SCRIP: The Scrip Program is budgeted to become the largest fundraiser for the school. Statistically, the Scrip program has the potential to satisfy more than 50% of the Home and School fundraising budget if all families participate at a moderate level. The Scrip program is mandatory; please plan to purchase your scrip weekly or monthly so you stay current with your annual commitment. Family members and friends may help you meet your scrip commitment as long as they purchase it under your name. This program was designed to allow families to spend their normal weekly expenditures on food or other staples by using pre-purchased scrip certificates (they work exactly like gift certificates). The Scrip Committee will release specific program details under separate cover

WRAPPING PAPER SALE: Help Chairperson(s) tally orders and distribute paper.

St. Joseph School
2007-2008
Activity Fee - Scrip Program - Raffle

The **mandatory** activity fee for St. Joseph School is \$250.00. You can earn 50 points to work off the fee by volunteering your time in raising funds for the school or if unable to work off this fee, you can pay the fee directly to the school. In May of 2008, you will be billed for points unearned. Any unpaid balance at the end of the school year will be added to next year's tuition. The activity fee program is accumulation of points earned from May 1, 2007 through April 30, 2008.

The Scrip program is the largest fundraiser at the school. 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 \$150.00 for the school. The scrip year runs from May 1, 2007 through April 30, 2008. In May of 2008 each family will be billed for unearned profits. Any unpaid balance at the end of the school year will be added to next years tuition. This program will be prorated for new families. You may pay your \$150.00 mandatory profit upfront and begin earning tuition credit at 50/50 with each scrip purchase you make.

The annual raffle is **mandatory** for every family. You are required to sell \$200.00 in tickets. You may buy out your tickets for \$200.00. You are responsible for returning all tickets stubs and money on the assigned date. You will be billed for tickets left unsold.

Please see the School handbook for more details on the activity fee, scrip program and annual raffle.

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 state that you have read and understand the **Activity Fee, Scrip Program and Annual Raffle** requirements. **Return this form to the school office: Attention Home & School Association by September 14, 2007.**

Family Name _____

Child(ren) _____

Grade(s) _____

Parent/Guardian's Signature:

Date: _____
