

Our Lady of Humility Catholic School
10601 West Wadsworth Road
Beach Park, Illinois 60099
847-746-3722

Dear Parent/Guardian:

Thank you to everyone for working so hard to meet the Parent Participation requirements. Your efforts offset the cost of tuition and help make OLH a wonderful school for our children. The Bingo Program and the Auction are our two largest fundraisers and help keep our school Catholic, Excellent and VITAL. These programs must continue to keep tuition affordable while maintaining the physical plant and providing necessary supplies and books for the children.

Families will select the mandatory volunteer job for the school year via the electronic (paperless) form posted on the official OLH school webpage. **YOUR SELECTION MUST BE MADE AND SUBMITTED ELECTRONICALLY BY the annual deadline.** The Number of Years in Attendance at OLH School is the criterion for assigning each family who submits their selections on or before the deadline. Seniority (number of years in attendance at OLH School) will not necessarily be considered for assignments.

The following steps must be performed to access the Parent Participation Form:

1. Go to the OLH Website, www.olhschool.org
2. Select the **For Parents Tab, Parent Participation Program**
3. Read each Program description carefully before making your choice.
 - a. Contact the principal with all questions prior to making your selection.
4. Select at least 2 choices to ensure a workable selection. The Parent Participation Coordinator makes every effort to assign each family the best choice possible for scheduling.
5. All volunteer positions which are starred with an * require completion of the Background Check Process.
 - a. Visit www.archchicago.org.
6. If the "buy-out" option is selected, a \$610.00 fee is due to the school office no later than September 2nd.
 - Failure **for any reason** to fulfill your responsibility after will result in an out of compliance fee of \$760.00.
 - No families having a delinquent tuition standing can be assigned a Parent Participation Program where handling money is required. The following programs require direct contact with money collection: SCRIP, Market Day, Raffle Ticket Sales, Pizza Day Coordinator or Bingo Floor/Kitchen.**

As a Catholic community we can maximize the learning opportunities for all students by subsidizing programs with Parent Participation program proceeds.

If you have any questions please contact me at pbrowne@olhschool.org

Sincerely in Christ,

Mr. Browne
Principal

PARENT PARTICIPATION PROGRAM

Volunteering for Our Lady of Humility School during the course of the year is important for the effective operation of the school. It adds to the spirit of our school and contributes to the school community.

The total cost of educating your child is only partially covered by tuition. The remainder of this cost comes from Fundraising and the Parish Subsidy. It is your participation that brings success to our fundraisers, generating revenue for the school, and adding to our total school identity. Without the income provided from Bingo and the 3 Special Events (Casino Night, Walk-a-thon and Auction), the tuition would increase approximately \$300.00/child. Bingo and raffle ticket sales are especially critical programs as the income is generated outside the OLH school community.

All school families (Parishioners and non-Parishioners) are required to participate in a Parent Participation activity.

The Parent Participation Program was evaluated by the School Board in February 2011. It was determined that each family must participate in a designated fundraising/school activity. This activity is assigned to you in August 2012. If volunteering for a designated program is not possible or desirable, the buy-out option is available. The buy-out program requires a **\$610.00 payment**. If during the course of the year you do not fulfill your obligation a **\$760.00** fee will be assessed and is payable upon notice. Each program obligation is detailed on your assignment sheet.

Volunteering for any other activities in addition to the assigned activity, is appreciated, **HOWEVER**, there is no additional credit given. Further, the additional activity does not absolve the responsibility from the assigned program.

PARTICIPATION ACTIVITIES

AUCTION POSITIONS

Auction Coordinators The Auction Coordinator is responsible for working with the principal to make sure the auction is organized effectively and run properly. This is 2 year commitment. The first year the Coordinator runs the auction. The second year the Coordinator works in an advisory capacity to the newly appointed Auction Coordinator.

Organization Committee 6 positions: This group is responsible for planning and organizing the annual auction. As needed, sub-committees will be formed to assure completion of this job. The Organization Committee works with the Auction Coordinator and begins meeting monthly in October. Meetings increase to bi-weekly in March, and then weekly in April. Attendance at the meetings is required to meet your obligation.

Donations Committee 10 positions: This is a dynamic and aggressive committee charged with obtaining donations for the annual auction. This group will acquire auction items through mail, phone calls, and/or personal canvassing of area businesses. All donations must be acquired before the auction event at the end of April, 2012. The committee will begin meeting monthly in October, increase to bi-weekly in March and then weekly in April. Each member of the donation committee is expected to significantly contribute to the procurement of the auction donations committee is charged with obtaining a significant number of donations to assure the success of this fundraiser.

BINGO POSITIONS - Bingo is the most profitable fundraiser for the school and parish communities.

Bingo Worker – 12 month commitment. Each volunteer is scheduled to work approximately every 5 weeks; however, this may vary depending on the number of volunteers. Volunteers are scheduled through the Parish Bingo Coordinator who will work in collaboration with the School Coordinator. Specific responsibilities, dates and times will be communicated during a mandatory meeting for all volunteers. The meeting will take place prior to the new school year.

Bingo School Coordinator This is a 2 year position. Coordinator is responsible for ensuring that the five teams are meeting the obligation. The coordinator is required to report to the principal monthly via e-mail of any issues and make a quarterly oral report to the School Board (September, December, February and May)

For all BINGO Positions Rotation assignments will begin in September. This is a 12 month commitment. Team members may substitute for another team member if there should be a conflict. No more than one absence is allowed over the 12 month period.

EVENT WORKERS

Event Workers (10 raffle tickets assigned) 40 positions: ALL EVENT Workers will be assigned to the Auction Weekend. 10 event workers will be assigned Casino Night Event and 30 event workers will be assigned Breakfast with Santa Event. The assignments for the latter two events will be selected by the Parent Participation Coordinator. Please note all workers must work the Auction and either Casino Night OR Breakfast with Santa.

Auction Night This event is usually the last Saturday in April from 5:00 PM-11:00 PM approx. ALL EVENT WORKERS will be assigned duties for the Auction weekend, Friday night, Saturday night and Sunday morning. As a worker you will be assigned various duties such as: auction monitors, check in/check out, security, waitressing, bartending, bussing tables, clean-up and other various duties. The respective event committee chair will make assignments. This is an adult event, no children allowed.

Casino Night Event Workers Casino night workers will be required to work the Casino Event weekend, set-up on Friday night and work the event on Saturday Night. As a worker you will be assigned various duties such as: waitressing, bartending, selling 50/50 raffle tickets, clean-up and other various duties. The respective event committee chairperson will make assignments. This is an adult event, no children allowed.

Breakfast with Santa This event is the 1st Sunday in December from 5:00am-1:30pm approx. You **must** work Friday night, Saturday and Sunday. Specifics will be delineated by the coordinators. The respective event committee chairperson will make assignments.

In addition, 10 raffle tickets will be assigned to each event worker. The tickets must be sold and the raffle ticket money must be sent to the school office by April 1st. Failure to pay for the raffle tickets by April 1st will result in a non-compliance assessment.

CASINO NIGHT

Casino Night Coordinator (10 raffle tickets assigned) Responsible for coordinating the casino night event by working with the casino night vendor to setup the gaming, purchase liquor for the event, coordinate the food vendors, decorations and cleanup.

Casino Night Committee (10 raffle tickets assigned) Responsible for coordinating the casino night event by working with the casino night vendor to set-up the gaming, purchase liquor for the event, coordinate the food vendors, decorations and clean-up.

BREAKFAST WITH SANTA

Breakfast with Santa Coordinator (5 raffle tickets assigned)

Lead the committee for planning, organizing, marketing and presenting the Breakfast with Santa Pancake Breakfast.

Breakfast with Santa Committee (5 raffle tickets assigned)

This committee is responsible for planning, organizing, marketing and presenting this annual fundraiser and craft fair. The members will obtain donations for needed items “syrup, butter, etc.” as able. They are responsible for various activities required to organize the event-including menu preparation, advertising, decorations, craft sale coordination, schedule of event workers, etc. The committee is also responsible for identifying ways to increase the revenue for this fundraiser.

In addition, 5 raffle tickets must be sold. The raffle ticket money must be sent to the school office by April 1, 2012. Failure to pay for the raffle tickets by April 1, 2012 will result in a non-compliance assessment.

CLASSROOM HELPERS

Classroom Helper Assist teacher with classroom needs such as cutting out patterns, putting up bulletin boards, reading with the children, helping children with math facts, assisting with projects, etc. Time commitment is a minimum of 30 hours per school year. Days and times are to be scheduled with the classroom teacher.

MARKET DAY

Market Day Coordinator

Coordinators communicate with the Market Day representative on a monthly basis to facilitate correct orders and delivery to the school. The coordinator is responsible for scheduling workers, scheduling facilities and maintaining records of attendance. The coordinator is responsible for increasing awareness of this program through dynamic marketing and visibility of the program. This is a 12 month commitment. No more than 2 absences will be allowed over the 12 month time period.

Market Day Worker

Workers are needed for set-up, distribution, check out and clean-up. You will be required to work one day a month from 3:30PM-7:00PM. This commitment is for 12 months. No more than 2 absences will be allowed over the 12 month time period.

OLH BOWLING LEAGUE

OLH Bowling League Officers (10 raffle tickets will be assigned): The following two positions are elected participants of the bowling league on the last night of the previous season.

1. President: Negotiates contract with the bowling house. Coordinates scheduling of the league and arranges for the 2 pot luck dinners.
2. Treasurer: Collects fees and runs the 50/50 raffle each night of bowling.

The league season starts in September and runs through April. Bowling currently is on the 3rd Saturday of the month.

In addition, 10 raffle tickets must be sold. The raffle ticket money must be sent to the school office by April 1st. Failure to pay for the raffle tickets by April 1st, will result in a non-compliance assessment.

PIZZA DAY

Pizza Day Coordinator (5 raffle tickets will be assigned): The pizza day coordinator includes: 5 hour tasks per month (8 months total per year). The tasks include distribution of pizza day pre-made forms to each student, collating the pizza orders from the forms via existing spreadsheet, counting the money, depositing money into the FSA account, shopping for pizza day supplies (soda, juice, cookies and ice cream), scheduling volunteers for setup and cleanup for the event (1 pizza day/month).

Pizza Day Workers Must be able to work on the day of pizza day each month (first Friday of each month). Serving lunches requires about 2 hours of work on the day. Tasks include preparation of hot dogs, setup assembly line for food distribution and cleanup after the last students are served.

RAFFLE TICKETS

Raffle Ticket Sales You will be responsible for selling 50/50 raffle tickets for the Auction that will be held at the end of April 2012. 50 tickets must be sold at the cost of \$20 each. The tickets must be sold and the money returned to the school office no later than April 1st. **All 50 tickets must be sold.**

SCHOOL EVENT COORDINATOR

SCHOOL EVENT COORDINATOR The School Event Coordinator is responsible for identifying, organizing and supervising 5 school activities over the course of the year. The “activities” have as their main goal to foster family-to-family interaction. Examples include, but are not limited to bowling nights, pot luck dinners, skating parties, etc. These individuals work closely with the principal to identify dates, activities and details related to the events.

SCRIP SALES

Scrip Sales Workers Scrip Sales Workers are responsible for working cooperatively with the Scrip Coordinator. This is a 12-month position. Assignment may include selling after mass or filling orders during the week.

WALK-A-THON

Walk-A-Thon Coordinators (10 raffle tickets assigned): Walk-a-thon Coordinators will be responsible for planning and organizing this mandatory fundraiser. Each OLH Family must secure and collect pledges of at least \$60.00 per family. This fundraiser will take place in the Fall. The coordinators will work closely with Mr. Browne to organize this student event, motivate the students and to track their minimum requirement of \$60.00 per family. The coordinator must organize snacks, DJ, scheduling the classes, etc.

In addition, 10 raffle tickets must be sold. The raffle ticket money must be sent to the school office by April 1st. Failure to pay for the raffle tickets by April 1st will result in a non-compliance assessment.

PLAYGROUND

Playground Supervisors (5 raffle tickets will be assigned): Supervise children on the playground or inside (during inclement weather). Usher children to their respective lines and monitor an orderly entry into the school. The availability of these individuals is critical to our children being able to go outside.

- Morning duties are from at 7:55AM – 8:25AM. All children in their respective lines must be ushered into school before you can leave. You will be required to supervise 2 mornings per week.
- Recess duties are generally the times are approximately 11:55AM – 1:00PM. All children in their respective lines must be ushered into school before you can leave. You will be required to supervise one afternoon per week. You must be at school five minutes before the assigned recess time.

No more than 2 absences will be allowed per semester (Aug-Jan & Feb-June) over the 12 month period. You are permitted to find a substitute, but this is your responsibility and not the school's. **There will be a mandatory meeting at the beginning of the school year.**

ATHLETIC DIRECTOR

Athletic Director The school principal appoints this position. The athletic director oversees all aspects of the athletic program. Duties involve traveling to other schools for meetings, arranging and scheduling games both home and away for all school sports, arranging and scheduling practices for all sports, making and distributing practice and game calendars for all sports, open and close the gym for all practices, collect and track fees, distributing and collecting uniforms, arranging the spring and fall sport banquets, preparing awards and trophies for players and other duties. Quarterly reports to the School Board are required (September, December, February and April).

Assistant Athletic Directors These individuals report to and work collaboratively with the Athletic coordinator. All responsibilities assigned to the Athletic Director are areas of potential responsibility. An emphasis is placed on supervision of games and the gymnasium.

CASH PAYMENT

Cash Payment of \$610.00: Families may elect to pay \$610.00 in lieu of one of the above activities. **Payment is due no later than the first Monday of September after Labor Day.**

If you have any questions regarding your commitment please contact the school principal or his appointee.