

Mandate 2019-2020 Guidelines

Who is the HSA?

The St. Peter R.C. School HSA is the parent association responsible for providing support to the school through volunteers and fundraising opportunities. HSA stands for HOME AND SCHOOL. As implied by its name, the HSA is a partnership between the student's family at home and the staff at school. By enrolling your child(ren) in the school, you are automatically a member of the HSA and granted all the rights and responsibilities of membership.

As a member, you are entitled to attend and speak at meetings, run for and hold office, vote in elections and on proposals, join and lead committees, serve as representatives of the school in the community, and participate in HSA activities.

As a member, you are responsible for volunteering your time, effort, and talents to assist with duties of the organization, and the events and activities sponsored by the HSA for the good of the school.

The duties of the HSA are to provide the following:

- (1) financial support to the school by sponsoring fundraisers; and
- (2) volunteers to coordinate and facilitate fundraisers and activities for the benefit of the school, its staff, and the students.

Using funds raised by the HSA, we provide \$2,000 to the teachers' start-up funds in the beginning of the year and we host a back-to-school picnic for the Blessing of Backpacks. Throughout the year, we host various events and activities for students and their families. Some are fundraisers while others, like Special Persons Day and Valentines for Veterans, are not. In late May, the HSA pays for the Hope Day banquet for 8th graders and two adult guests for each student. At the end of the year, the HSA provides funds for graduation celebrations. We also award \$100 scholarships to 8th graders who pursue their secondary education at Catholic high schools.

As part of its financial support to the school, the HSA, on behalf of its membership, is accountable for a financial contribution in the amount of \$120,000 for the 2019-2020 school year. The HSA pays its contribution through the "mandate" and general fundraising.

What is the "mandate"?

To cover the costs of operations and instructional staff, our school depends on parish subsidies, fundraisers, and grants, as well as tuition. For a portion of each family's tuition, the mandate is offered as an alternative method of raising funds to make a payment. Therefore, the mandate is a form of a tuition payment owed by families; it is not a voluntary donation. But you have a choice in how you pay the mandate: earn credit by participating in fundraisers, write a check/pay cash, or a combination of both (explained more fully below). Regardless of how you decide to pay the mandate, it is a financial obligation owed to the school.

Mandate 2019-2020 Guidelines

Total Owed to Parish by HSA: \$120,000

Total Mandate Owed per Family: \$700

Method of Payment: cash, check, via FACTS, or participate in fundraisers

Fundraising Year: July 1 through June 30 (* unless otherwise noted below)

Without a mandate option, the cost of tuition would increase substantially more than \$700.

When are mandate payments due and how can we pay our mandate?

1. **Buy Out:** \$700 by September 24, 2019 (Cash or Check ONLY)
2. **FACTS:** \$700 divided into monthly installments
3. **Fundraise:** \$100 (cash or check) by September 24, 2019, and then \$600 earned through fundraising as explained below, for a total of \$700

You are required to sign and return the attached Mandate Financial Agreement.

Mandate payments are a part of your tuition payment obligation to the school.

Please make payments in full and on time as indicated above. We welcome early payments. Any families whose mandate accounts are overdue or have outstanding balances will be contacted by the school office to settle your debt. Remember, mandates are an alternate means of paying tuition, so it is part of your tuition obligation. Any mandate payments that are outstanding as of **June 30th** will be added into tuition bills for the following school year and those obligors will be required to enroll in FACTS to ensure timely payments are made.

How to earn mandate credit via fundraising?

1. Refer a family and get \$100 if they register and enroll child(ren). One-time credit valid for the year of enrollment.
2. Scrip, eScrip, eDining (through Scrip), Tops. Credit equal to percentage of sales as listed by vendor (e.g. Lands' End gives 10% of sale as credit). The Scrip program generates reports, which are provided to our coordinator. Reports take about two months for processing. Therefore, Scrip credit is calculated on a different schedule than our other fundraisers. * For fundraising credit for the 2019-2020 school year, Scrip orders must be placed by April 1, 2020. Any Scrip order placed after April 1, 2020, will count toward the 2020-2021 fundraising year.
3. Calendar of Cash Raffle ticket sales (100%). You will receive a minimum of 20 tickets during the first week of school. Check backpacks for tickets! Sales will run through October 31. Pay out during month of November (drawings on school days only).
4. Spring Raffle ticket sales (100%). You will receive a minimum of 20 tickets for sale in January or February. **
5. BoonSupply.com: * Sales run from July through May. Credit equal to percentage of sales given by vendor (40%). Order must be placed under your name to receive credit. **

Mandate 2019-2020 Guidelines

6. Sponsor credit equal to twenty-five percent (25%) of sponsorship level for the Golf Classic (July 22, 2019) and Oktoberfest (October 5, 2019). Family name must be designated on sponsorship form and confirmed by event chairperson and school office. Only available for sponsorships.
7. Merchandise with the school logo will be available for sale and a percentage of sales will count towards mandate credit. To earn mandate credit, family name must be designated on order form as seller. Other items might also be offered for sale.
8. Mother's Day Hanging Flower Baskets will be available for sale, and 50% mandate credit will be given for every flower basket sold. To earn mandate credit, family name must be designated on order form as seller. **

** Coordinator needed. HSA Board will work with coordinators, but if we do not have help, we cannot facilitate these fundraisers.

Mandate 2019-2020 Guidelines

Fundraisers for Mandate Credit: credit given to family when indicated and confirmed

- Referrals: \$100 credit
- Scrip, eScrip, Tops et al: credit as stated on order sheet
- Golf Classic: 25% sponsorship credit
- Calendar of Cash Raffle: 100% credit
- Oktoberfest: 25% sponsorship credit
- Spring Raffle: 100% credit
- BoonSupply: 40% credit or as stated by company. Final report from company determines amount of mandate credit
- Merchandise: percentage of sale
- Mother's Day Flower Baskets: 50% credit

General Fundraisers: all proceeds go to HSA general fund

- My Best: all net proceeds from event
- BoxTops: as stated by company
- Lands' End: as stated by company
- Pancake Breakfast: all net proceeds from event
- Ice Cream Truck (at Back to School Picnic/Blessing of Backpacks): share of profits from sales
- Hibbard's Ice Cream Day: share of profits from one day sale
- Family Fun Event: share of profits from event
- Other TBD

Want to help?

Contact persons:

- Referrals: School Office
- Sponsorship Credit: School Office
- Scrip et al: Patricia Gagliardo
- Golf Classic: Bridget & Mike DeDario
- Calendar of Cash Raffle: Jennifer Jourdain
- Oktoberfest: Danielle & Mike Elia
- Spring Raffle: [need coordinator] contact Candy Ingwersen
- Family Fun Event: [need coordinator] contact Adam Burns
- BoonSupply: [need coordinator] contact Candy Ingwersen
- BoxTops: Alisa Talarico
- Lands' End: Dana Goodemoote
- Merchandise: [need coordinator] contact Adam Burns
- Mother's Day Flower Baskets: [need coordinator] contact Ann Courts
- My Best: [need coordinator] contact Sarah Nelson
- Pancake Breakfast: Vince & Tricia Gagliardo