

**ST. ROSE OF LIMA ACADEMY  
HOME AND SCHOOL ASSOCIATION**

**VOLUNTEER AND  
FUNDRAISING  
HANDBOOK**

**2009 - 2010**



**St. Rose of Lima Academy  
316 Ridgedale Avenue  
East Hanover, NJ 07936**

**Phone: 973-887-6990      FAX: 973-887-8655**

**Email: [strose@saintroseoflimaacademy.org](mailto:strose@saintroseoflimaacademy.org)**

**Web: [www.saintroseoflimaacademy.org](http://www.saintroseoflimaacademy.org)**

**Distributed by the Home and School Association**

## **Prayer for a Community**

Blessed are You, God  
Who have created us and given us life.

Blessed are you,  
Who have shed light on our visions,  
and given us the means to find sustenance  
and to survive.

Blessed are you,  
Who have given us marvelous ways to work  
and also the challenge and ability to overcome obstacles.

Blessed are you, God of the Universe;  
you guide and unite us,  
and make it possible for us to work together.

Be merciful with those you created;  
give us peace, harmony and love in this life,

Be merciful and benevolent  
with all who need your guidance and love.

Be merciful in your infinite understanding,  
so that we may be united in our shared hopes.

Be merciful, so that all communities  
may live in hope in your light  
and under your infinite blessing.

Amen

September 8, 2009

Dear Parents,

As I begin my second term as Home and School Association President, I am thrilled to continue this journey with a group of very talented and dedicated parents. Together with our principal, Ms. Tomlinson, and our Pastor, Father Owen, we will continue our commitment to do our very best to provide our children with an environment where they can be nurtured, prosper and grow.

We had a very successful year last year with our fundraisers. Thanks to all of you, we met our fundraising goals even in the face of a struggling economy. We would like to meet and hopefully exceed that success this coming year. To accomplish this, we need as many of you as possible to volunteer your time and talents. There is much to do and your input and time is much needed and appreciated by everyone.

This Volunteer and Fundraising Handbook for the 2009-2010 school year contains important information on ways in which you can fulfill the Fundraising and Volunteer Commitment you signed as part of your Tuition Contract. It also includes the Home & School Calendar of events, order forms for Supermarket Scrips, Special Scrips/Cards; other forms you will need, the directory of officers and chairpersons; and outlines of our fundraising programs. Please review these documents carefully and be sure to complete both pages of the volunteer opportunity form and return it to school by September 20, if you haven't already done so.

As you know, our Tricky Tray event is our most profitable fundraiser. However, it is also our most time consuming. This year we are once again asking for your time and help to maintain and hopefully exceed the success we had in past years with this great event. I know that with everyone's time and efforts, it will be a great success again this year. Our new chairpersons have already begun working hard planning the event. You should have received your family's basket shopping assignments over the summer.

Remember to also check our school website regularly: [saintroseoflimaacademy.org](http://saintroseoflimaacademy.org) for information, updates, resources and links to other useful websites.

We are looking forward to another successful year and we need your time and talents to achieve all of our goals. As you know, all we do is for our children. Investing your time now, is an investment in their futures. We need many volunteers for many different events that we have planned for the coming year. You can contact me with any questions or concerns that you may have throughout the school year. I want to thank everyone for their time and participation in last year's events. "It is not how much you do, but how much love you put in the doing."

Keep this information for reference throughout the school year. Here's to a great upcoming year!

Sincerely,

*Lucy Cusano*

President, Home and School Association

## 2009- 2010 H.S.A. Volunteer Opportunities Tricky Tray Fundraiser

As our most important fundraiser, the Tricky Tray offers ample opportunities for volunteer hours. The total number of hours to make this a successful event is estimated at over 1,000!!! In addition to the family basket (retail value \$100), each family is asked to contribute 5 hours towards the Tricky Tray. Securing donations, assembling or wrapping baskets, are examples of areas where manpower is needed.

This April, the Tricky Tray, raised about \$48,000, due to the hard work and creativity of all of our volunteers. We had a healthy representation of families volunteering their time, and talent, which made quite an impact – “many hands make light work”. Keeping to a budget, securing donations, and showcasing the baskets our families donated all measured up to a highly successful event. We surpassed our profit from last year, thanks to our great Co-Chairs and our families’ increased involvement, including the family basket donations. With the help of each and every family, we hope for another successful event.

We’ve begun staffing and planning already. Please review the volunteer list below and check off **three** areas where you would be able to help. A subcommittee head will contact you for further instruction. To the right are the months when tasks take place to help you plan.

Please fill in all info, including email, so we may contact you. It really saves us time.

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Child(ren)s Name/Grade:** \_\_\_\_\_

PLEASE INDICATE **3** AREAS OF INTEREST:

Shopping (you'll receive a detailed shopping list and budget from Chair)	_____	(year round)
Deluxe Raffle ticket sales (masses, school events, games)	_____	(Nov-March)
Local Donations (businesses, shops, companies, donations)	_____	(year round)
Donation Request Mailing (initial mailing)	_____	(summer '09)
Thank You Letters (after the event)	_____	(spring '10)
Basket Assembly and Wrapping	_____	(Oct-March)
Pick Ups of donated items locally	_____	(Dec-March)
Ticket Packs (assembly, record family sales, distribution)	_____	(Dec-March)
Booster Sales/Adbook	_____	(year round)
Night of Event (ticket sales, set up/decorate, basket transport, etc)	_____	(March)

\*\*\*If you have a relationship with a vendor, shop or company that can provide goods at a steep discount, it will enable us to purchase products and keep our overhead low (eg: electronics, jewelry) please let us know: \_\_\_\_\_

## 2009-2010 H.S.A. Volunteer Opportunities Traditional Programs and Fundraisers

Please complete this form and return it to the school office by: **September 20, 2009**. This form will be used by the Home and School Association to identify volunteers for specific programs. The duplicate form is for your records. The committee chair or his/her designee will contact you as the date for your event approaches or as needed.

**Your Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Child(ren)s Name/Grade: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Market Day (sorting)<br><input type="checkbox"/> Fall Gift Wrap Sale (Sept)<br><input type="checkbox"/> Fall Book Fair (Sept)<br><input type="checkbox"/> Spring Book Fair (Mar/Apr)<br><input type="checkbox"/> Family Fun Night (Oct)<br><input type="checkbox"/> Santa's Workshop (gift shop)<br><input type="checkbox"/> Library Aide<br><input type="checkbox"/> Basketball Coach (Sept-Mar)<br><input type="checkbox"/> Basketball Snack Bar (Dec-Mar)<br><input type="checkbox"/> Cheerleading Coach (Dec-Mar)<br><input type="checkbox"/> Class Parent (grade: _____)<br><input type="checkbox"/> Catholic Schools Week events (Jan/Feb)<br><input type="checkbox"/> Teacher Appreciation Day (May)<br><input type="checkbox"/> Santa Story Hour (PreK-1st Gr.)(Dec.)<br><input type="checkbox"/> Beefsteak & Laughs (or another adult fundraiser) | <input type="checkbox"/> Special Scrips/Gift Cards<br><input type="checkbox"/> Grant Writer<br><input type="checkbox"/> Supermarket Scrips<br><input type="checkbox"/> Mother's Day/Spring Gift Shop (May)<br><input type="checkbox"/> Hospitality<br><input type="checkbox"/> Uniform Exchange (approx 4-5 sales/year)<br><input type="checkbox"/> Field Day (May)<br><input type="checkbox"/> Mother's Day Plant Sale (Apr)<br><input type="checkbox"/> Ice Cream Social (May)<br><input type="checkbox"/> Car Raffle Booth Sales (July-Oct)<br><input type="checkbox"/> Lunch/playground<br><input type="checkbox"/> Open House Tour Guide (Nov and Jan)<br><input type="checkbox"/> BoxTops<br><input type="checkbox"/> Home Party Vendor Fair (Nov) |
|---|--|

Check here if you'd like to Chair an event (we have "Things to Do" files to guide you): \_\_\_\_\_

Event/s: \_\_\_\_\_

## **Saint Rose of Lima Academy Mission Statement**

*Different Where It Counts*

St. Rose of Lima Academy strives to empower the members of its school community through its commitment to Catholic tradition and heritage. The needs of the whole child are met within a nurturing atmosphere centered on Jesus Christ and the Gospel message. The Christian values taught at home are reaffirmed and enhanced within a curriculum, which emphasizes personal growth and responsibility as well as sensitivity and service to a larger community.

Our goals include encouraging each student to use his or her gifts for the betterment and benefit of all; proclaiming Gospel values in academic, athletic, and co-curricular activities; and promoting academic excellence, personal growth, self-discipline and self-control.

### **Philosophy of St. Rose of Lima Academy**

Rooted in the belief that each person is a unique creation of God and conscious that we are all gifted with a life-long mission to become what God is calling us to be, St. Rose of Lima Academy exists to nurture, develop, and help fulfill such an awesome destiny.

We believe each of us at St. Rose of Lima Academy actively participates in God's on-going creation and we are humbled by this call. We strive to form a faith-partnership of administration, faculty, staff, students and parents, working together to "live and make visible Christ's love" in this world through spiritual, academic, social and physical development.

It is this vocation that impels all that we do.

### **Our Goals Include:**

- Encouraging each student to use his/her gifts for the betterment and benefit of all
- Proclaiming Gospel values in academics, athletics and co-curricular activities
- Promoting academic excellence, self-discipline and self-control

# **Saint Rose of Lima Academy Home and School Association**

## **Purpose**

1. To assist and work with the Principal, faculty and the Pastor to enhance the educational endeavors of St. Rose of Lima Academy.
2. To provide a structure within which parents can exercise their role as partners with the administration in creating a Catholic environment that promotes the moral, educational, and physical well being of the students.
3. To provide a forum for communication between the parents and the school.
4. To organize volunteer and other service activities.
5. To raise funds to meet the Academy's financial needs.

## **Objectives**

1. To help parents and teachers acquire a profound appreciation of the benefits of a Catholic education.
2. To promote a clear understanding of the mutual educational responsibilities of parents and teachers.
3. To foster parent involvement in the school community.
4. To provide open and constant lines of communication for the faculty and parents to exchange of information, ideas and resources.
5. To coordinate fund raising efforts and expenditures by HSA with the St. Rose of Lima Academy and Parish.
6. To provide the school with the skills, talent and time of parents in service to the school.

## H.S.A. Board and Committee Chairs Directory 2009-2010

### Executive Board

President:	Lucy Cusano
Vice-President:	Francine Gamba
Treasurer:	Meg Inzitari
Secretary:	Marianna Colavita
Marketing Liaison:	Lisa Giambattista
Hospitality Chairperson:	Lisa Paradiso
Parish Council Report:	Paul DeTrolio

**Athletic Chair:** John Dixon

### Committee Chairs

Tricky Tray Co Chairs  
Subcommittee Chairs

Danielle Batanjany, Anne Marie Birnbaum, Dorothy Dion

Financial:	Mary Grace Sarni
Deluxe Raffle:	Terry Tumminio
Decorations:	Anne Marie Mastando
Shopping:	Anne Marie Birnbaum
Donation Letters:	Anne Marie Birnbaum
Master List/Donors:	Kathy Malkinski
Program/Ad book:	Kathy Aji
Basket Assembly/Wrapping:	Anne Marie Birnbaum
Dinner/Admission/Runners:	Lorraine Painter
Ticket Packs:	Rosalie Quintino, Fannie Rodriguez
Thank You Letters:	Adrienne Luongo
Night Of:	

Market Day	Diana Torna
Book Fair	Fran Gamba
Gift Wrap	Michelle Giuliano
Holiday Workshops	Renee Centrone
Field Day	Leona Hobson
Mother's Day Plant Sale	Open
Supermarket Scrips	Valerie Tino
Special Scrips/Gift Cards	Cindy Prestigiacomo
Box Tops/Labels	Maria Bonny
Class Parent Coordinator	Fran Gamba
Uniform Exchange	Helen McVicar
Pennies for Patients	Kathy Malkinski
St. Jude Mathathon	Kathy Malkinski
TGI Fridays	Diana Torna
Kidstuff	Helen McVicar
The Rose Newsletter	Sharon Roszkowski
Family Fun Night	Teresa Dicaro

## Fundraising and Volunteer Commitment (FVC)

The Fundraising and Volunteer Commitment:

- Helps cover the operating expenses of the Academy (gap between total expenses and tuition and Parish subsidy)
- Supports the special programs for the children (field day, Catholic School’s Week, etc.)
- Encourages volunteerism and fosters a greater sense of community among students, parents and the parish/school staff. Mothers, fathers and guardians and grandparents are all encouraged to volunteer.

All families are required to fulfill the Fundraising and Volunteer Commitment as part of their Tuition Contract. The H.S.A. team has created a flexible plan to meet the varied needs of our school families. The **FVC** \$500 family commitment can be fulfilled by a

- A. \$500 Cash Buy-Out (in addition to Tricky Tray volunteer hour and requirements)  
or
- B. Combination of fundraising and volunteer hours (in addition to Tricky Tray volunteer hour requirements). Each family generates a minimum of \$300 profit through fundraising and/or cash buy-out, the balance in volunteer hours.

The following charts show examples of how a family could meet their commitment. **This is not a complete list of all fundraising or volunteer opportunities.** New opportunities for volunteering and fundraising will be communicated to families as they occur. The amount of profit generated varies by fundraiser. Fundraising profits will be tracked by the school administration. Volunteer credit will be earned at \$10/hour to a maximum of \$200. Committee chairpersons will track volunteer hours throughout the year using a volunteer record sheet that will be provided. Families will receive a statement of their volunteer and fundraising activities throughout the year. This statement will also show the balance due on your **FVC**. You will be required to pay the balance on your commitment that has not been met as of June 30.

The calendar for these efforts will run from July 1, 2009 through June 30, 2010. **Fundraising profits and volunteer hours cannot be “rolled over” from a previous year or to a subsequent year.**

**Example #1:** Smith Family –\$500 FVC fulfilled 100% through fundraising

Required Tricky Tray Donation (\$100 retail value basket of goods)	\$ 50
Scripts (\$1,000 gross sales x 5% = \$50 profit)	\$ 50
Car Raffle Ticket Sales (\$500 gross sales x 40% = \$200 profit)	\$200
Wrapping Paper (\$250 gross sales x 40% = \$100 profit)	\$100
Market Day (\$1,000 gross sales x 10% = \$100 profit)	\$100
<b>Total profit generated and commitment fulfilled</b>	<b>\$500</b>

**Example #2: Doe Family – \$500 FVC fulfilled through combination of fundraising and hours**

Required Tricky Tray Donation (\$100 retail value basket of goods)	\$ 50
Scripts (\$2000 gross sales x 5% = \$100 profit)	\$100
Car raffle ticket sales (\$200 gross sales x 40% = \$80 profit)	\$ 80
Wrapping Paper (\$100 gross sales x 40% = \$40 profit)	\$ 40
Market Day (\$500 gross sales x 10% = \$50 profit)	\$ 50
<b>Sub-total fundraising profit generated</b>	<b>\$320</b>
Volunteer hours Family Fun Night (3 hrs)	30
Volunteer hours Santa's Workshop (5 hrs)	50
Volunteer hours Marketing Committee (3 hrs)	30
Volunteer hours Field Day (7 hrs)	70
<b>Sub-total volunteer "dollars" generated</b>	<b>\$180</b>
<b>Grand Total Commitment Fulfilled (\$320 + \$180)</b>	<b>\$500</b>

**Example #3: Jones Family – \$500 FVC fulfilled through fundraising, buyout and volunteerism**

Required Tricky Tray Donation (\$100 retail value basket of goods)	\$ 50
Car Raffle Ticket Sales (\$100 gross sales x 40% = \$40 profit)	\$ 40
Wrapping Paper (\$250 gross sales x 40% = \$100 profit)	\$100
Cash Buyout	\$110
<b>Sub-total fundraising profit generated</b>	<b>\$300</b>
Volunteer sports coach (\$10/hour x 20+ hours)	200
<b>Sub-total volunteer "dollars" generated</b>	<b>\$200</b>
<b>Grand Total Commitment fulfilled (\$300 + \$200)</b>	<b>\$500</b>

**The following pages outline the available fundraising and volunteer opportunities which will help families to fulfill their \$500 fundraising commitment.**

## Major Fundraising and Volunteer Activities

### • Scrips

- These items are purchased through the fundraising committee and are worth their face value at their respective stores. They are used in place of cash when shopping at ShopRite and Pathmark. Several times throughout the school year we will offer Special Scrips for additional retail stores. Usually the school receives a 5% profit on all purchases. This 5% is credited toward your family's \$500 commitment.
- Volunteers are needed to help with this program. All hours volunteered are credited toward your family's \$500 commitment @ \$10/hr.
- Forms are available through school office, in this handbook, or on our website: [saintroseoflimaacademy.org](http://saintroseoflimaacademy.org)
- Chairpersons: Open (supermarket scrips) and Cindy Prestigiacomo (Special Scrips/Gift Cards) Valerie Tino.

### • Parish Car Raffle

- \$100 worth of car raffle tickets is sent to each Academy family to sell to friends and family. The school benefits by receiving 40% back from the Parish for all Academy family sales. More tickets are available and 40% of your total sales will be credited toward each family's \$500 commitment. This is a great source of income for the school.
  - All tickets sold by school families must be returned with payment to the school office in order to receive credit for sales.
  - Contact the School Office for additional tickets.
- Volunteers are needed to sell car raffle tickets at the roadside stand. All hours volunteered are credited toward your family's volunteer hour/fundraising commitment @ \$10/hr and 40% of all sales generated from tickets sold during your shift will be credited toward your family's fundraising commitment.
- Please contact Jeanne Taylor to volunteer.

### • Market Day

- Purchase restaurant quality food items including meat, fish, poultry, side dishes, desserts and other specialty items by ordering online or through the school office. Delivery and pick up is once a month. The school receives 10% back from all sales!! This 10% revenue will be credited toward your family's \$500 commitment.
- Volunteers are needed for help on delivery day and reminder phone calls. All hours volunteered are credited toward your family's \$500 commitment @ \$10/hr.
- Committee Chairperson: Diana Torna.

- **Tricky Tray**
  - This is our most popular and most important fundraiser. It generates the greatest revenue. This “basket auction” is held in the Spring and requires a full year of planning and organizing. All families are required to pitch in. There are plenty of ways to help out.
  - A basket donation valued at \$100 retail value (shop wisely!) is required from each family. Each family receives \$50 credit toward their family commitment.
  - Five volunteer hours are required towards Tricky Tray, by every family (outside of the family commitment of 20 traditional volunteer hours). Tricky Tray volunteer hours can be “bought out” at \$27.50 per hour, or \$137.50 for all five hours.
  - Committee Chairs: Danielle Batanjany, Anne Marie Birnbaum, Dorothy Dion
  
- **Gift Wrap Sale – Fall/Christmas and Spring**
  - Each Academy student will receive a catalog in September to order high quality gift wrap and other seasonal items and gifts. The school receives 40% back from all purchases. This 40% rebate is credited toward your family’s \$500 commitment.
  - Two volunteers are needed for paperwork prior to the sale and on delivery day. All hours volunteered are credited toward your family’s \$500 commitment @ \$10/hr.
  - Chairperson: Michelle Giuliano.
  
- **Scholastic Book Fairs**
  - Held in the fall and spring, this popular fundraising event gives children an opportunity to shop for books for themselves and as gifts. All proceeds go directly to support our school. 30% of any payments made by check will be credited to toward your family’s \$500 commitment.
  - Volunteers are needed the days of the event to help children select books. All hours volunteered are credited toward your family’s \$500 commitment @ \$10/hr.
  - Chairperson: Francine Gamba.
  
- **Marketing**
  - Volunteers are needed to write articles, take photos, staff Open House, plan and staff marketing and recruiting events, and look out for marketing opportunities.
  - Contact Mrs. Lisa Giambattista for more info.

- **Land's End Uniforms**
  - Select uniform components and other school items can be purchased through Lands' End School and the school will receive 3% rebate. This 3% rebate is credited toward your family's \$500 commitment.
  - Be sure to mention or include our Preferred School number when placing your order: <http://www.landsend.com/school> or from the link on our school's website "Uniforms" page.
  - **Our Preferred School Number is 9000-9494-7**
  - Chairperson: Donna Malkinski
  
- **Santa's Workshop and Spring Gift Shop Sale**
  - In-school sales designed to help students select reasonably priced gifts for family and friends for Christmas and again in the Spring for Mother's and Father's Days.
  - Volunteers are needed for pre-event planning and on sale day to assist children in their purchases. All hours volunteered are credited toward your family's \$500 commitment @ \$10/hr.
  - Chairperson: Renee Centrone
  
- **Mother's Day Flower Sale**
  - Outdoor flowers to be delivered the Saturday before Mother's Day will be ordered in advance.
  - A chairperson is needed for this committee, as are volunteers to help on delivery day. All hours volunteered are credited toward your family's \$500 commitment @ \$10/hr.
  - Chairperson: Open
  
- **General Mills Box Tops and Campbell's Soup Labels**
  - "Clip and Save" Box Tops and Soup Labels to earn money and products for the school. Get to the Box Tops website from ours!
  - Volunteers are needed to help cut and count in March and April. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Chairperson: Maria Bonny
  
- **Class Parents**
  - Parents are needed help coordinate classroom parties and chaperone on class trips. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Contact Francine Gamba.

- **Uniform Exchange**
  - A program in which families can “donate” their outgrown uniforms and replace them with other larger uniforms for a nominal fee.
  - Volunteers are needed for sales help. All hours volunteered are credited toward your family’s \$500 commitment @\$10/hr.
  - Chairperson: Helen McVicar
  
- **Library Aide**
  - Parents are needed to assist in the library. All hours volunteered are credited toward your family’s \$500 commitment @\$10/hr.
  - Contact Ms. Tomlinson for more info.
  
- **Lunch/Playground Aide**
  - Parents are needed to assist at lunch and recess time (approximately 11:30 a.m. – 12:30 p.m.) All hours volunteered are credited toward your family’s \$500 commitment @\$10/hr.
  - Contact Ms. Tomlinson for more info.
  
- **Car Door Greeter**
  - Parents are needed to assist children in exiting their vehicles in the morning car line (approximately 7:15 a.m. – 8:00 a.m.). All hours volunteered are credited toward your family’s \$500 commitment @\$10/hr.
  - Contact Ms. Tomlinson for more info.
  
- **Basketball Coaches and Cheerleading Coaches**
  - Parents are needed as coaches for the basketball season (Nov-March). This includes practice and game time. All hours volunteered are credited toward your family’s \$500 commitment @\$10/hr.
  - Chairperson: John Dixon, Athletic Director
  
- **Family Fun Night (October)**
  - Parents are needed to plan and carry out our Halloween festivities which include crafts, games, food and a parade. All hours volunteered are credited toward your family’s \$500 commitment @\$10/hr.
  - Chairpersons: Teresa Dicaro
  
- **Catholic Schools Week (January/February)**
  - Parents are needed to assist in the planning and carrying out of activities, Academy family liturgy and reception and Open House, held in January. All hours are credited toward your family’s \$500 commitment @\$10/hr.
  - Contact Ms. Tomlinson for more info.

- **Ice Cream Social** (June)
  - Parents are needed to plan and carry out this fun after- lunch celebration for our students. Held in June. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Chairperson: Lisa Paradiso
  
- **Field Day** (May)
  - Parents are needed to plan and carry out the lunch portion of this event. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Chairpersons: Leona Hobson, Fran Gamba, Doreen Manno
  
- **Teacher Appreciation Day**
  - Parents are needed to assist in the planning and carrying out of this special day for teachers. Held in May. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Contact Ms. Tomlinson for more info.
  
- **Grant Writer**
  - Parents with grant writing experience are encouraged to volunteer to assist Ms. Tomlinson on an "as-needed" basis. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Contact Ms. Tomlinson for more info.
  
- **Home and School Association Executive Board**
  - Consider serving as an Executive Board member for the 2009-2010 school year. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.

Contact Ms. Tomlinson or Lucy Cusano.
  
- **Santa Story Hour**
  - An hour-long event with hot cocoa, snacks and 3 or 4 short Christmas stories which are read aloud, by a parent, teacher, and 8<sup>th</sup> grade student. This event is for Pre-K, Kindergarten and 1<sup>st</sup> grade students. Santa makes a visit and says some words of encouragement and cheer. Student council reps participate by being big buddy elves. Volunteers are needed to make & serve cocoa and snacks, Shepard the elves, prepare invitations and track RSVPS, acquire little giveaways.
  - Chairperson: Danielle Batanjany, Lisa Paradiso

- **Beefsteak & Laughs Evening of Fun for Grown-Ups**
  - All you can eat Beefsteak Dinner Fundraiser, with live music and a comedy show, 50/50, door prizes, BYOB. Volunteers are needed to acquire door prizes, do table sales/ticketing, set up/decorate, clean up, sell 50/50. All hours volunteered are credited toward your family's \$500 commitment @ \$10/hr.
  - Chairperson: Lisa Giambattista
  
- **Bingo**
  - Parish bingo is held every Tuesday night in Fahey Hall. Volunteers are needed to call numbers, "work the floor" and serve as kitchen help. All hours volunteered are credited toward your family's \$500 commitment @\$10/hr.
  - Please contact Al Batwinas, church office.
  
- **8<sup>th</sup> Grade Graduation Party (June)**
  - Parents of 7<sup>th</sup> grade class traditionally plan the graduation party for the 8<sup>th</sup> grade students.
  - Contact Ms. Tomlinson for more info.
  
- **Home Party Vendor Fair (November)**
  - Vendors who do home party "shows" set up tables displaying their wares and sell items and take orders. We charge them a table fee, we charge admission for patrons, and we have a bake sale. Some vendors also donate a percent of their profits as well. Volunteers are needed to set up, staff admission table and bake sale, bake and donate baked goods, clean up, organize vendors, advertise.
  - Chairperson: Lisa Giambattista

**The following is a list of the available fundraising and volunteer opportunities which will help families to fulfill their \$500 fundraising commitment and their percentage of credit. If an event is not listed, it does not qualify toward your commitment.**

<b><u>Fundraising/Volunteer Items</u></b>	<b><u>Percentage of Credit-Amount of Hours</u></b>
Book Fair	30%(if purchased using checks)
Car Raffle	
-Purchased by Academy Families	40%(no limit to amount)
-Roadside Sales	40%(no limit to amount)
Class Moms	10 hours @ \$10/hour
Coaches	20 hours @ \$10/hour
Committee Chairs	20 hours @ \$10/hour
Education Council	9 hours @ \$10/hour
Home & School Executive Board	20 hours @ \$10/hour
Innisbrook, Gift Wrap	40%
Kid Stuff Books	50%
Market Day	10%
Mother's Day Plant Sale	40%
Scrips	5%
T.G.I.F Nights	20%
AppleBees	10%
Chili's	10%
Tricky Tray	
-family donation basket	\$50 (\$100 value of basket)
-deluxe raffle tickets	50% (limit 4 books)
-pre-paid packets	50% (limit 2 packages)

# ***Class Party Dates***

October 30, 2009	Halloween “Treats” K-8 (drop-off at reception)
December 22, 2009 December 23, 2009	Christmas Party K-5, 12:30 pm Christmas Breakfast 6-8
February 12, 2010	Valentine’s Party K-3, 12:30 pm Valentine’s “Treats” 4-8 (drop-off at reception desk)
June 16, 2010	Grades 1-7 class parties
Kindergarten End of Year Party:	June 14, 2010

Note: Grades 6-8 class parents should plan celebrations with teachers and coordinate with or around their schedules.

Class parents should speak with Teachers at beginning of year for any specifics on any of the “parties” throughout the year. Teachers should contact their class parents prior to each celebration.

**Please make note of any special food requirements or allergies, with Teachers.**

# Supermarket Scrips Order Form

Please use this order forms when you wish to order supermarket scrips.  
Send in your order form, with the full payment, in an envelope marked "Scrips Order"

Your order will be sent home with your child the next school day.

Remember: 5% goes toward your family commitment.

Please do not combine orders/payments with any other scrips (Costco or Special)

SEND ORDER WITH FULL PAYMENT TO  
ATTN: MRS. VALERIE TINO  
MAKE CHECK PAYABLE TO  
ST. ROSE OF LIMA HSA.

FAMILY NAME \_\_\_\_\_ SHOPRITE \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ PATHMARK \_\_\_\_\_  
GRADE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

\*\*\*\*\*

FAMILY NAME \_\_\_\_\_ SHOPRITE \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ PATHMARK \_\_\_\_\_  
GRADE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

\*\*\*\*\*

FAMILY NAME \_\_\_\_\_ SHOPRITE \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ PATHMARK \_\_\_\_\_  
GRADE \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

Questions can be directed to the school office: 973-887-6990.

St. Rose of Lima Academy  
Home & School Association  
Check Request/Authorization/Reimbursement Request

Please use this form when:

1. Requesting reimbursement for expenditures
2. To request a check for a vendor
3. To obtain approval amounts over \$300 prior to purchase (or attach email authorization)

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Issue Check To: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Reason for Expenditure: \_\_\_\_\_

\_\_\_\_\_

Please attach all receipts and any appropriate approvals to this form.

\_\_\_\_\_/\_\_\_\_\_  
Committee Chairperson Signature / Phone

\_\_\_\_\_  
HSA Treasurer Signature

\_\_\_\_\_  
HSA President Signature

Authorization Needed for Expenditures over \$300: \_\_\_\_\_  
Ms. Sheila Tomlinson/Prinicpal

**Authorization Needed for Expenditures over  
\$1,000:** \_\_\_\_\_

Father Owen Moran/Pastor

For Treasurers Use Only:

Date Check Issues: \_\_\_\_\_

Check #: \_\_\_\_\_

Check Amount: \_\_\_\_\_

St. Rose of Lima Academy  
Home & School Association  
Fundraising Report/Deposit Form

**Please use this form when sending a Fundraising Event deposit to Treasurer**

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Cash	\$
Checks	\$
Total	\$

Confirmed by: \_\_\_\_\_ Re-confirmed by: \_\_\_\_\_

\*If necessary for tracking purposes, please list check name and number on back or separate sheet.

Place this form and money into an envelope. Seal and sign your name over the seal. Write "FUNDRAISING REPORT FORM" on the front of the envelope. The envelope may then be given to the H.S.A. Treasurer, President, Principal, via the School Secretary.

---

For Treasurer's Use Only:

Date: \_\_\_\_\_ Received From: \_\_\_\_\_

Cash	\$
Checks	\$
Total	\$

Treasurer: \_\_\_\_\_ (signature)      Witness: \_\_\_\_\_ (signature)