

# ST. MARK SCHOOL Volunteer Handbook

Revised 07/10



<b>EVENT DESCRIPTIONS.....</b>	<b>6</b>
<b>FREE-MONEY: .....</b>	<b>6</b>
<input type="checkbox"/> BOTTLES AND CANS RECYCLING –MONTHLY.....	6
<input type="checkbox"/> BOX TOPS 4 EDUCATION.....	6
<input type="checkbox"/> TYSON’S WEBSITE .....	6
<input type="checkbox"/> CAMPBELL’S WEBSITE .....	6
<input type="checkbox"/> TARGET RED CARD.....	6
<input type="checkbox"/> BURGER KING NIGHT – MONTHLY .....	7
<input type="checkbox"/> SHOPRITE PLUS CARD .....	7
<input type="checkbox"/> LANDS END .....	7
<input type="checkbox"/> SUBWAY PROGRAM –.....	7
<b>ASSESSMENT FUNDRAISERS.....</b>	<b>9</b>
<input type="checkbox"/> INNISBROOK GIFT AND PAPER PRODUCTS – EARLY FALL .....	9
<input type="checkbox"/> YANKEE CANDLE – EARLY FALL: .....	9
<input type="checkbox"/> MUNSON CHOCOLATE – EASTER:.....	9
<input type="checkbox"/> YANKEE CANDLE – SPRING:.....	9
<b>GENERAL FUNDRAISERS/SCHOOL EVENTS.....</b>	<b>10</b>
<input type="checkbox"/> FAMILY PASTA NIGHT – SEPTEMBER.....	10
<input type="checkbox"/> MEET THE TEACHER NIGHT – SEPTEMBER.....	10
<input type="checkbox"/> WINE TASTING AND SILENT AUCTION – OCTOBER .....	10
<input type="checkbox"/> HALLOWEEN MONSTER MASH – OCTOBER .....	10
<input type="checkbox"/> HOLIDAY PIES – NOVEMBER .....	10
<input type="checkbox"/> SANTA’S SECRET WORKSHOP – DECEMBER.....	10
<input type="checkbox"/> BREAKFAST WITH SANTA – DECEMBER .....	10
<input type="checkbox"/> WINTER CARNIVAL – JANUARY .....	11
<input type="checkbox"/> SCHOLASTIC BOOK SALE- JANUARY.....	11
<input type="checkbox"/> FUN DAY – April .....	11
<input type="checkbox"/> EASTER EGG HUNT – April.....	11
<input type="checkbox"/> SPRING PLANT SALE – MAY.....	11
<input type="checkbox"/> GRANDPARENTS & SPECIAL FRIENDS DAY & RAFFLE – MAY.....	11
<input type="checkbox"/> ST. MARK CONSIGNMENT SHOP – AUGUST.....	11

**GENERAL FUNDRAISING EVENTS/SCHOOL EVENTS CALENDAR .....12**

**FAQS - FUNDRAISING AT ST. MARK SCHOOL.....14**

WHO DO I CONTACT IF I WANT TO PARTICIPATE IN A FUNDRAISING EVENT? ..... 14  
WHO DO I CONTACT IF I WANT TO BECOME A MEMBER OF THE FUNDRAISING COMMITTEE? ..... 14  
WHO DO I CONTACT IF I HAVE AN IDEA FOR A FUNDRAISING EVENT? ..... 14  
I LOST MY FORM FOR RECORDING VOLUNTEER HOURS, WHERE CAN I GET A NEW ONE? ..... 14  
WHAT FUNDRAISING EVENTS MAY I BRING MY CHILDREN TO HELP? ..... 14  
DO I NEED TO BE VIRTUS TRAINED IN ORDER TO VOLUNTEER AT SCHOOL EVENTS?..... 15  
I BARELY HAVE ANY FREE TIME, HOW CAN I CONTRIBUTE VOLUNTEER TIME? ..... 15

**\* FUNDRAISING EVENTS \*OPEN POSITIONS .....16**

HALLOWEENMONSTERMASH – CHAIRPERSON/CO-CHAIRPERSON(S). ..... 16  
BREAKFAST WITH SANTA – Volunteers..... 16  
SCHOLASTIC BOOK FAIR – CHAIRPERSON/CO-CHAIRPERSON(S) ..... 16

## St. Mark School – Letter from the Fundraising Committee

Welcome to another exciting year at St. Mark School. Below you will find a list of fun events and fundraisers planned for the 2010-2011 school year. Volunteering is a notable part of your dedication to St. Mark School that has made our fundraising events a success year after year. Without your support and enthusiasm, many of the events the students look forward to would be cancelled. The school faculty and students greatly appreciate your time and effort volunteering for these events.

As you can imagine, a lot of activity takes place behind the scenes to organize a successful event. Many volunteers are needed for each event to take on the task of creating flyers, shopping for supplies, decorating, obtain contributions, providing on-site support, and much more. As outlined in the St. Mark School Parent & Student Handbook, each family is requested to contribute **30** hours of volunteer time each school year. The school has many opportunities to help you meet your volunteer goal by encouraging your participation in any of the events and fundraisers. For certain events, such as Family Pasta Night, we enlist the help of our student volunteers. For further information on the family and student volunteer process and student volunteers, including Virtus training, please refer to the parent/student handbook. Volunteers are honored, respected, and a very important part of our community. Volunteers are expected to conduct themselves as if they were members of our school staff. We expect all volunteers to follow the professional guidelines of our staff with regards to confidentiality and respectful behavior at all school events.

There are three categories of fundraising at St. Mark School:

**General Fundraisers** – These events are chaired by St. Mark parents to raise funds to meet the annual fundraising goal. This year's annual fundraising goal is \$10,000. General fundraisers include such events as The Saint Mark Bazaar, Halloween Dance, Breakfast with Santa, etc.

There will be several opportunities to sign up as a volunteer for an event. Starting with the New Parent Orientation, sign up sheets will be available at various functions. The sign up sheet will give a brief description of the event and volunteer requirements. Please take a moment to review these sheets and sign up for those events that fit your schedule. There will also be a binder, located in the school office, with sign-up sheets. You will be contacted by the event chairperson, who will confirm your volunteer request and their need.

Should an event fall short of volunteers, each event chairperson will send out a request for volunteers at least two weeks prior to their event. This will be done several ways. First will be a flyer requesting volunteers, followed by a request in the Principal's Newsletter.

**Assessment Fundraisers** – These fundraisers typically involve the sale of catalog merchandise, such as wrapping paper, candles, candy or gift cards (Scrip) with a predetermined percentage of your family’s total sales being applied to your tuition assessment to reduce the balance. Your tuition assessment this year is \$350.

Fundraising will offer St. Mark School families **four** opportunities this school year to help reduce their tuition assessment (please keep in mind the gift card program also reduces this assessment balance and is available year round). All fundraising assessment opportunities are **optional**. Simply stated, if you do not want to participate in these four fundraisers, you don’t have to.

We kick off the new school year with QSP, followed by the fall Yankee Candle (with delivery before Thanksgiving). In the spring we will offer Munson Chocolates for the Easter holiday and a spring Yankee Candle (with delivery before Mother’s Day).

**Free Money Fundraisers** – Your ‘time’ is the investment with free-money fundraisers. They include clipping labels from tissue and cereal boxes, recycling ink cartridges, and bottles and can redemption. Our largest fundraiser in this category is our monthly bottle and can redemption which also has strong community support. Last year this fundraiser earned over \$3,500 for the school.

**Thank you again for your time and effort in supporting our fundraising opportunities. Mark this important date on your calendar, September 14, 2010 for Meet the Teacher Night. The Fundraising Committee will be present to answer any of your questions relating to fundraising activities and events and volunteer sheets will be available for you to sign-up for an event.**

Sincerely,  
*Laura Gorman*  
**Chairperson (Acting) Chairperson  
General Fundraising Assessment Fundraising**

## EVENT DESCRIPTIONS:

### FREE-MONEY

**Bottles and Cans Recycling – Monthly** - First Saturday of each month (including July & August). School families and town people are encouraged to drop off their **redeemable** bottles and cans to St. Mark School. This is held rain or shine and drop off is in front of the Parish Center entrance.

**Box Tops 4 Education –Monthly** - Earn cash for our school every time you shop for groceries. There are hundreds of products that carry the Box Tops 4 Education coupons that you clip and send in to school as often as you can. Once a month a report is issued giving status, by grade, of the number of coupons collected. Some products include Cheerios, Pillsbury biscuits, Pop Secret Popcorn, Ziploc storage bags, Cottonelle toilet paper, and many more. Visit their website @ [www.btf.com](http://www.btf.com) for more information and to sign up and/or to see how much St. Mark School is currently earning. Please send your labels to JoAnn Fasanella care of Kyle, Grade 7.

**Tyson's Website** – [www.tyson.com](http://www.tyson.com) and click on Project A+:  
Follow three easy steps...

1. Clip and save Tyson project A+ labels from participating Tyson products.
2. Turn in the labels at your school once a month.
3. Your school redeems them for cash. Each label is worth .24 cents.

**Campbell's Website** – [www.labelsforeducation.com](http://www.labelsforeducation.com) :  
Follow these easy steps:

1. Clip and save UPCs from participating brands.
  2. Turn in your UPCs and bottle caps to your school once a month.
- Your school redeems them for points, as listed on the UPCs and bottle caps, which your school then uses these points to receive products out of their merchandise catalog which offers over 500 educational items.

**Target Red Card** – Website – [www.target.com](http://www.target.com) –Take Charge of Education®  
Through the Take Charge of Education program, Target will donate a percentage of each of your Target® Visa®, Target® Card, and eligible Target Business Card® purchases to the eligible K-12 school of your choice, subject to [Take Charge of Education](#) program rules.

One percent of every Target Visa and Target Card purchase made at Target stores and Target.com (minus returned items and sales tax)

One-half of one percent of every Target Visa purchase made elsewhere (not including cash advances, balance transfers and purchases of other cash equivalents, and minus returned items and sales tax)

If you already have a Target Visa or Target Card, you can designate your school online today. You can also track your school's progress online. Our

school ID number is **4502**.

**ShopRite Plus Card** – Sign up your *Shoprite Plus Card* on line at [www.shoprite.com/educate](http://www.shoprite.com/educate). Our school code is **17548**. **You need to register your card every year**. From this program our school can receive educational equipment to use in the classrooms.

**Stop & Shop A+ Program** – Sign up your Stop & Shop card online at [www.stopandshop.com/aplus](http://www.stopandshop.com/aplus) for their A+ school rewards program. Our school code is 07250. Stop & Shop will make a contribution to our school.

**Big Y** – Sign up your Big Y card on line at [www.BigY.com/education](http://www.BigY.com/education). Our School code is 7614. From this program our school can receive educational equipment to use in the classrooms.

**Lands End** - When ordering through this website [www.LandsEnd.com/school](http://www.LandsEnd.com/school) our school will receive 3% of your total order. You may also use your Lands End gift cards to make online purchases. This site also has our dress code available for viewing. When ordering simply enter our school code: **900077868**.

**Subway Program** – Raise money for Saint Mark School through routine shopping.

**Our School Code is: 3GRT**

Use our school code when shopping at: [1-800-FLOWERS.COM](http://1-800-FLOWERS.COM)®, [footlocker.com](http://footlocker.com) and [mysubwaycard.com](http://mysubwaycard.com)

Saint Mark School has joined forces with major companies to raise funds. By harnessing the everyday purchasing power of our community, we can earn thousands of dollars to enhance the educational experience of our students.

**Registering your Subway card:**

1. Subway cards can be purchased through our ShopWithScrip program (which goes against your assessment); or
2. Stop by the school office and pick-up a Subway card ready to be loaded; Just log onto [www.mysubwaycard.com](http://www.mysubwaycard.com) and register your card using

**Saint Mark School code 3GRT**

**It's Easy to Start Raising Money for Our School Today!**

Look how your everyday shopping activities can earn money for our school:

Eat fresh at **SUBWAY**® often with your family to lead a healthy life.

Get the latest in athletic gear and shoes at **Foot Locker, Lady Foot Locker, Kids Foot Locker, and footlocker.com**

Stay in touch with the ones you love with **Verizon Wireless**.

Book your next family vacation with **Travelocity**.

Find the perfect gift for every occasion at **1-800-FLOWERS.COM**®.

Our school distributes free all-in-one Family Packs (coming soon...) that include a letter to parents and supporters, partner offers, our

school code (see top of page), Foot Locker key tags and instructions on how to use a registered SUBWAY® Card to start earning money for our school.

**Your Support Can Make a Real Difference**

Start shopping for our school immediately. Get coworkers, relatives and friends involved by giving them our school code (see top of page), extra Foot Locker key tags and getting them to use a registered SUBWAY® Card. They can also shop at [Verizonwireless.com/myschool](http://Verizonwireless.com/myschool) and [TravelocitySchoolRewards.com](http://TravelocitySchoolRewards.com) and help raise money. The more people who shop, the more our school earns.

## **ASSESSMENT FUNDRAISERS:**

### **QSP Gift and Paper Products – Early Fall**

Fifty (50) percent of your total order will be applied to your tuition assessment. **Orders are submitted online.** Catalog includes wrapping paper, gift tags, gift items, and much more.

### **Yankee Candle – Early Fall**

Forty (40) percent of your total order will be applied to your tuition assessment. There is a large assortment of candles and gifts for all your fall decorating needs and for Christmas gift giving with delivery before Thanksgiving.

### **Munson Chocolate – Easter**

Forty (40) percent of your total order will be applied to your assessment. Nice assortment of chocolates in time for Easter.

### **Yankee Candle – Spring**

Forty (40) percent of your total order will be applied to your assessment. Large assortment of candles and gifts in time for Mother's Day.

## GENERAL FUNDRAISERS/SCHOOL EVENTS:

### **Meet the Teacher Night – September**

This annual event is held to introduce families to the teaching staff and talk about the year ahead. This is a great opportunity to see your child's classroom environment and meet their teacher.

### **St. Mark Parish Dinner (not a school fundraiser) – October**

A time to join with our parish families and reacquaint with those families you have not seen during the summer. This is the first social event of the year. Join us for a relaxing evening and leave the cooking to us! Event also includes some great raffle prizes.

### **Halloween Monster Mash – October**

Students and family members come in costume to celebrate Halloween with music and games.

### **Holiday Pies – November**

A unique offering of gourmet pies just in time for the holiday season. Early November orders will ensure delivery before Thanksgiving. .

### **Santa's Secret Workshop – December**

Students have opportunity to purchase affordable Christmas gifts for family and friends. Younger students are assisted in making their very special purchases.

### **Breakfast with Santa – December**

Enjoy a delicious breakfast of pancakes, sausage and refreshments. Children can have their pictures taken with Santa and enjoy the arts and crafts table. Delicious homemade cookies and poinsettias are also available for purchase.

### **Winter Carnival – January**

Enjoy Catholic School's Week by attending this great event which offers over a dozen games and activities for the kids to enjoy, including face painting, moon bounce and games of skill to collect tickets and win prizes.

### **Scholastic Book Sale- January**

This event will kick-off the week-long activities that are part of Catholic School's Week. An enormous assortment of Scholastic books and gifts for every age are available for purchase. Teachers' classroom lists will also be available to purchase a book on their list.

### **Fun Day – March**

Students can participate in an afternoon of fun at a local entertainment facility. This event is scheduled on an early dismissal day.

### **Easter Egg Hunt – March**

Students from grades K-4 participate in a traditional Easter Egg Hunt. Baskets not required.

### **Spring Plant Sale – May**

Students have the opportunity to purchase, at wholesale prices, a large assortment of beautiful potted and hanging flowers for Mother's Day, teacher

gift, or for their own garden.

**Grandparents & Special Friends Day & Raffle – May**

Students invite their grandparents or special friends to join in a celebration of the May Crowning at St. Mark Church. Guests will be allowed to tour the classrooms, and have their picture taken with their student(s). Refreshments and light dessert items are served. Purchase raffle tickets and take a chance on the great gift baskets.

**St. Mark Consignment Shop – August**

This is a great opportunity to sell or donate uniform clothing that your student has outgrown.

## General Fundraising Events/School Events Calendar

<b>Event</b>	<b>Location</b>	<b>Date Time</b>
Meet the Teacher Night	Parish Center	September 14, 2010 7:00 pm ~ 9:00 pm
VITRTUS training	School Library	September 20, 2010 6:30 pm - 8:30 pm
St. Mark Family Dinner Night	Parish Center	October 2, 2010 5:30 pm ~ 8:00 pm
Halloween Dance	Parish Center	October 23, 2010 7:00 pm ~ 10:00 pm
Santa's Secret Workshop	Church Hall	December 1 & 2, 2010 8:00 am ~ 2:00 pm
Breakfast with Santa	Parish Center	December 5, 2010 8:00 am ~ 12:00 Noon
Cookie Sale	Parish Center	December 5, 2010 8:00 am ~ 12:00 Noon
Breakfast w/ Santa (Snow Date)	Parish Center	December 12, 2010 8:00 am ~ 12:00 Noon
Cookie Sale (Snow Date)	Parish Center	December 12, 2010 8:00 am ~ 12:00 Noon
Book Sale	Parish Center	January 29 & 30, 2010 11:00 am ~ 4:00 pm 8:00 am ~ 1:00 pm
Winter Carnival	Parish Center	January 30, 2010 11:00 am ~ 4:00 pm
100% Breakfast Challenge	Classrooms	March 28-April 1, 2011
Fun Day	Sports Center(Shelton)	April 7, 2011 12:00 Noon ~ 2:00 pm
Nutrition Fair	Parish Center	March 30, 2011 12:00 Noon ~ 2:00 pm
Easter Egg Hunt	School Grounds	April 15, 2011 1:00 pm ~ 2:00 pm
Talent Show	Parish Center	April 16, 2011 7:00 pm ~ 10:00 pm
Plant Sale	Church Hall	May 4 & 5, 2011 8:00 am ~ 2:00 pm
Grandparents & Special Friends	Parish Center	May 19, 2011 9:00 am ~ 12:00 Noon
Field Day	School Grounds	June 2011 8:00 am ~ 2:00 pm

## **Directory of Fundraising Members**

Chairperson (Acting) **Laura Gorman**, Chairperson  
General Fundraising Assessment Fundraising  
Email: [lauragorman1@optonline.net](mailto:lauragorman1@optonline.net)  
Phone: (203) 375-0352  
Member Since: 2000

**Michele Appleby**  
Committee Member  
Email: [miappleby@yahoo.com](mailto:miappleby@yahoo.com)  
Phone: (203) 375-0014  
Member Since: 2004

**Kristin Gonzalez**  
Committee Member  
Email: N/A  
Phone: (203) 386-1710  
Member Since: 2006

**Samantha Costa**  
Committee Member  
Email: [naj4@aol.com](mailto:naj4@aol.com)  
Phone: (203) 371-0247  
Member Since: 2007

**Jennifer Grassia**  
Committee Member  
Email: [jen@grassnet.net](mailto:jen@grassnet.net)  
Phone: (203) 381-9502  
Member Since: 2006

# FAQ's - Fundraising at St. Mark School

## **Who do I contact if I want to participate in a fundraising event?**

Sign up sheets will be available at the beginning of the school year at various school functions. If you miss signing up at one of these functions, each fundraiser has a designated chairperson(s) who will send out a request for volunteers two to three weeks prior to the event. There will also be notices in the Principal's weekly newsletter or you may contact any of the fundraising committee members listed in this booklet. There will also be sign-up sheets in the school office.

## **Who do I contact if I want to become a member of the fundraising committee?**

Contact any fundraising member and they will put you in touch with the fundraising Chairperson, or you may drop a note in the fundraising mail slot which is located in the school office.

## **Who do I contact if I have an idea for a fundraising event?**

You may contact the school office or a fundraising committee member. Please keep in mind, the fundraising committee plans events a year in advance, so your suggestion may not be acted upon until the following school year. Also, if you have any literature, or any information you have gathered concerning your idea, please pass that along, too. You may be asked to present your idea at an upcoming fundraising meeting.

## **I lost my form for recording volunteer hours, where can I get a new one?**

Volunteer forms are sent home via backpack mail. If they are misplaced, an electronic copy may be retrieved from the school's website ([www.stmarkschool.org/ParentResources](http://www.stmarkschool.org/ParentResources)). The office will also have extra forms. When volunteering at a fundraising event, please remember to record your hours on your volunteer worksheet and submit your sheets on or before the deadline. At most events, the chairperson will have a sign in sheet. This sign in sheet is used by the chairperson to keep track of their volunteers for that event. The event chairperson **does not** submit that sign-in sheet to the office, so please make sure you record all of your volunteer time on your individual (family) volunteer sheet.

## **What fundraising events may I bring my children to help?**

The event chairperson will send out a flyer requesting volunteers and will include in that request a call for student volunteers. For example, Family Pasta Night is an event that requires student volunteers.

Some events that require student volunteers may have a minimum grade requirement. Using the example above, the student volunteers for the Family Pasta Night are from Grades 2 on up. Students can earn volunteer time when supporting a fundraising event. Certain events will require that student volunteers sign up before the event, not at the event. Please refer to your parent/student handbook on the reporting of student volunteer hours.

**Do I need to be Virtus trained in order to volunteer at school events?**

Yes, **all** volunteers that will be working with students at a school event or who may offer classroom assistance will be required to be Virtus trained.

**I barely have any free time, how can I contribute volunteer time?**

There are some opportunities that are available that don't require you to volunteer at an event in order to earn volunteer hours. Most of these opportunities require that you have access to a computer (to research topics) or a phone (to verify dates, etc.).

We also try to offer weekend events for those families that aren't available during the week. For more information, please contact any member of the fundraising committee.

## **\* FUNDRAISING EVENTS \* OPEN POSITIONS**

### **Halloween Monster Mash – Chairperson/Co-Chairperson(s)**

The Halloween dance this year is scheduled to take place on Saturday, October 23, 2010 in the Parish Center. This event, in the past, has had two people share the responsibilities and co-chair this event.

Responsibilities for this position include securing entertainment for this event – with additional responsibilities include forming and overseeing the various committees such as, decoration, food, volunteers, etc.

If you are interested, please contact the fundraising chairperson and/or one of the fundraising members.

### **Breakfast with Santa – Volunteers**

Breakfast with Santa is a great way for families to gather during the holidays for a wonderful breakfast and it is a chance for the children to have their pictures taken with Santa. This year's event is scheduled for Sunday, December 5, 2010 with a snow date of Sunday, December 12, 2010.

Responsibilities for this position can include decorating, shopping for supplies (food), set up, clean up, etc.

If you are interested in this position, please contact the fundraising chairperson and/or one of the Breakfast with Santa Co-Chairpersons.

### **Scholastic Book Fair – Chairperson/Co-Chairperson(s)**

Held in conjunction with the Winter Carnival and kicking-off Catholic School's week, this is a great opportunity for the students, as well as our school, to benefit from the wonderful selection of books offered by Scholastic.

Chairperson/Co-Chairperson(s) would need to coordinate delivery/pick-up of books with distributor, arrange for volunteers, etc.

If you are interested in this position, please contact the fundraising chairperson and/or one of the fundraising members.

**Please note, if a chairperson does not step forward, the event is in jeopardy of being cancelled. Even if you have never chaired an event, but think you may be interested, please contact Laura @ [Lauragorman1@optonline.net](mailto:Lauragorman1@optonline.net) . Members of the Fundraising Committee and prior chairpersons will be available to assist you when chairing any fundraising event.**