

St. Mary's Point System

Set-Up and Rules

The St. Mary's Fundraising Committee in conjunction with the St. Mary's School Board developed a fundraising point system starting with the 2009-10 school year. This program was designed to spread the fundraising workload among all parents working together to achieve a set goal. Previous to the point system, a select few parents did any and all fundraising while all parents reaped the benefits without having to contribute to the effort. It should be noted that fundraising is one of three sources that contribute to the school's financial being. The other two sources that assist funding the budget are tuition payments and parish contribution.

It is agreed that each family will be responsible for achieving (16) points of fundraising per year. This was determined by having each family work approximately 1/3 of non-mandatory events and all mandatory events per school year. In years that an auction is being held each family would be responsible for (18) points as this is a mandatory event.

The paragraphs below illustrate how the point system is designed, how points are accumulated, and directions on how parents should resolve their personal schedule conflicts with event schedules. Parents should use the process outlined in this document in an effort not to involve event chairs, fundraising members or staff when schedule swapping between parents. This is for each parent to take responsibility for alone.

Within the point system a family has some flexibility on how they can achieve the required points for that given year. **Mandatory events are events that require the whole school participation due to the size and scope of the event.** These events are: *Bingo, Bazaar, and Auction. These events are valued at (2) points apiece with the exception of bingo being valued at (10). The reasoning for Bingo being valued at (10) is that a parent is expected to work (10) bingo nights over the course of a calendar year.



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A parent who is chairperson of a mandatory event is exempt from working any other fundraising events for that current school year with the exception of Bingo. Parents must also work their regular Bingo. If a parent chairs a mandatory event sub committee, such as bazaar bake table or kitchen chair at bazaar, they are to receive double the event points (4). **If a parent misses a mandatory event, they will be charged \$200.00. *(Bingo is \$100.00 per missed) No make-ups are allowed for these events.**

Non Mandatory events are considered the basic fundraisers that do not require a full complement of parents. These events are valued at (1) point apiece. If a parent chooses to chair one of these events they will receive double the event points (2). If a parent fails to work one of these events, they **“may be given the chance to make this up if space allows in another non mandatory event, or pay \$100.00 for missing”**. Parents are encouraged to find a sub or swap complete events with another family so as not to leave their event slot vacant.

Point Program buyout exempt:

If a family chooses not to participate in the fundraising effort, a program is designed for them as well. They will be charged a tuition adjustment that reflects what would be their share of fundraising work. **The way this dollar figure will be determined is by dividing the amount of money required by the finance committee to be raised, by the number of families who attend St. Mary's in grades K-8.** An example is \$100,000.00 needs to be raised. The number of families in grades K-8 is 75. You would take $\$100,000.00 / 75 = \$1,333.00$. We would then round up to \$1,400.00. This becomes the amount a family will be billed if they opt out of fundraising for one calendar school year.

Event Schedule setup:

Setting up a **mandatory event** work schedule requires (1) position for each family in grades K-8. If 75 families are enrolled, then develop your schedule that allows for a total of 75 workspaces to participate. Include your chair people in this number and then the rest of the families spaced out in a fashion so time workloads are distributed evenly over the event. This process should be the same for all mandatory events.



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One consideration that should be taken into account is how many parents are “event exempt” such as bingo chairs or other mandatory event chairs. They need to be subtracted out of your total family number. If they choose to help, a space can always be created afterwards. The reason for this is if a space is created and an event exempt family chooses not to work, you may have holes in your event without coverage.

Next, the amount of **non-mandatory** workspaces can be determined. With the majority of families still needing to achieve (4) additional points worth of fundraising activity in addition to their mandatory events, take the example number of families (75) x (4) the number of points most families will need. This number $(75 \times 4) = 300$. This number of 300 gives the amount of point valued workspaces needing to be created across non-mandatory events. There will be a few empty slots as those parents who chair mandatory events are not required to work. This method is the cleanest way to develop the point spaces needed.

If the chair needs to tighten down the amount of point spaces available, they should add up the point value “only” of the event(s) as opposed to the workspaces created. This will get one closer to the actual amount of spots required. This method also requires a “true” enrollment number in addition to a correct “event exempt” number as the chair can cut themselves short if the number used is lower than actual.

The **non-mandatory** events are a little more complicated as to distribution of workspaces. Most events have (2) chair people. The distribution of the work schedules should take into account how long the event is and how many parents are needed. It may take a few years of adjusting time schedules in new events or taking a few workers from an overstaffed event and give to an overworked event to have the workload evenly distributed.

Prior to setting up any work schedules for the upcoming year, the Fundraising Chairperson should request from all known event chairs a basic outline of the schedule they may need for their event that year. If any event has an initial chairperson vacancy, the fundraising chair should develop a schedule for the event(s) based off prior staffing needs. If any changes within the event schedules were in need of adjustment from prior years, this would be the time to make the adjustments.



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Adjustments would include the amount of sign up spots (requested) as well as how the event will use these workers and at what times. SMS has kept to a schedule of (3) hr. blocks of time for workers in a non-mandatory events and (4) hr. blocks in mandatory events.

It should be noted any changes required of an event within the point program, i.e. date of event, parent work schedule times, amount of help requested, must be completed by August 1, and submitted to the chairperson of the fundraising committee.

All fundraising event work schedules must be completed by the third week in August in preparation for the parent meeting. Once submitted, no changes to work schedules or times will occur. *Exception(s) to the previous statement are limited to the following: SMS may create additional spots for new parents entering SMS after the initial event signups have been completed. Also due to potential unforeseen event needs, SMS may "request" a parent modify their scheduled work time. The Fundraising Chair would make this request "**only**" after all available options are explored. **Any parent having this "request" made of them may accept or decline this request.**

Event work schedule sign up sheets for the current school year **will be posted** on the walls of the gym during the annual parent meeting. This meeting typically occurs the first full week of school. Sign up forms should not be posted early as to give an unfair advantage to parents.

* Bingo - Our bingo schedule is a year round schedule. Once you are selected for a team upon entering SMS, you will stay on this team and position (unless you arrange a swap with another parent to take their position). Any vacated spots on teams due to graduation are filled with incoming new parents for the upcoming school year. You will not need to sign up for bingo each year. The complexity of figuring out a complete new schedule each year is not feasible due to the number of parents and schedule conflicts. A Bingo Chair will contact new parents via email and notify them of the opening positions. Positions will be filled on a first come first serve basis.



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Billing for missed points:

SMS, as noted, will bill parents for missing an event they were previously assigned to work. SMS agrees not to change events, schedule times or dates once published, unless originally listed as tentative. In the event SMS requests a parent to modify a tentatively scheduled work time, the change must be accepted by the parent as previously noted. Exceptions could occur when facilities/musicians needed for events are not available for booking at the time our schedules are made, thus requiring changes. These basic rules protect the parents and SMS from potential billing disputes. Each parent must sign to this agreement when filling out his or her event form at the start of each school year.

Protection is afforded SMS by way of consistent billing purposes when a level playing field is kept. If SMS expects to charge parents for missing designated work times, SMS can not arbitrarily move a parent's work time to fit our needs from the originally planned schedule.

The above paragraphs address the integrity of the point system. Failure to maintain strict compliance will only lead to issues when billing is administered to parents for failure to show when required. If this policy is violated, SMS can no longer in good faith charge parents for missing their shifts. SMS policy prevents parents from negotiating a different with event chairs when their personal schedule conflicts with their original event commitment. Event Chairs have no authority to change schedules to fit needs either. This creates a ripple effect among the parent group in other events. The thought is "if you do it for one, you must do for all."

Publishing buyout figure:

The number of families confirmed for the upcoming school year must be retrieved from the office and calculated just prior to the start of school so the chair gets an accurate number of parents. The opt out dollar figure should then be noted on the point system information and sign up form. This dollar figure will most likely change from year to year. This information form will go home to parents letting them view the events for the upcoming school year as well as the required amount of points they will need to achieve. The point system information and sign up form must be sent home to parents the "first week" of school.



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Sign up Process Compliant:

Families should be reminded that they turn their event sign up form in “**after**” they have selected a time slot within each event(s) work schedule that helps them achieve the necessary amount of points. The sign up opportunity will start at the parent meeting and continue until October 1 with event work schedules being kept in the office after the parent meeting.

This sign up process will be completed on October 1. Any family not completing this process will be charged accordingly. The fundraising chairperson will notify said family(s) if they are not in compliance prior to this date especially new families to the school who would not be accustomed to the sign up process.

As the point system event sign up sheets are turned in, the fundraising chairperson will check off each returned point system sign up form against the event work schedule sheets. This is to ensure each family complies with the point process and actually signed up for a time slot in the event(s) they noted on the point system sign up form. The fundraising chairperson will use a current register of families attending St Mary's in grades K-8 from the office. Once a family has completed the sign up process, the fundraising chairperson will place a check on the top of their sign up sheet and also next to the family name on the school register. The fundraising chairperson will then keep all completed forms for a record in the event of a challenge to one's point activity. If a family turns their sign up form in without signing up on the actual event work schedule, the form will be sent home noting the issue for them to return in person to school and sign up on the event work schedules that are required of them.

No parent besides the fundraising chairperson with the permission of the Principal should ever contact a parent with regards to the point system. Any family not compliant with the point program will have their name given to the finance committee for billing of missed points as they occur. This information is derived from our event sign in sheets. At no time should this information be discussed other than informing those affected of this.

St. Mary's School Board

St. Mary's Fundraising Committee

Amended and board approved 8/1/16



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