



ST. ANASTASIA SCHOOL

629 Glen Flora Avenue, Waukegan, Illinois 60085
847/623-8320 phone 847/623-0556 fax

Family Participation Contract

2008-2009 School Year

(PLEASE PRINT CLEARLY)

Child's Name(s) & Grade(s) _____

Home Phone _____ **Contact Email (required):** _____

MOTHER'S Name: (First) _____ (Last) _____

FATHER'S Name: (First) _____ (Last) _____

MOTHER'S Workplace _____ **DAYS** _____ **HOURS** _____

Work phone: _____ Email: _____

FATHER'S Workplace _____ **DAYS** _____ **HOURS** _____

Work phone: _____ Email: _____

The above information is crucial to assigning you your volunteer task. We are doing the best we can to fit you with an event that works with your day to day schedule. Please be honest and PLEASE PRINT LEGIBLY.

This Contract is entered into this _____ day of _____, 2008 between St. Anastasia School and the _____ Family, herein after referred to as "Family". **It is agreed that the Family will participate in two activities**

chosen below and/or complete 20 hours of volunteer time. I will do my best to make that event as successful as possible. I understand that my volunteered time is given to help offset my tuition. At the earliest knowledge of not being able to fulfill the specific activities chosen below, the Family will inform the F.S.A. chairperson of the inability to perform at the activities. The F.S.A. and Family will determine at that time a new choice based on available activities. **The signed contract is due no later than Sept. 10th of the current school year. If the contract is not returned by Sept. 10th, it will be assumed that a Buy-Out is preferred. (Buy-Out is explained below.)**

TUITION ADJUSTMENT: When it is determined the Family has not fulfilled it's obligation, a \$500 fine will be charged equally to the remaining tuition payments for the current school year or a \$500 lump sum payment will be due immediately (Refer to Family Participation Policy).

PARENT PARTICIPATION BUY-OUT: If, after careful review of the volunteer activities offered, you feel that nothing meets your schedule and you would like to avoid any volunteer responsibilities, attach a check in the amount of \$400.00 (made payable to St. Anastasia School) to this contract with the buyout option checked. We do hope you choose to volunteer and become involved with your child's success. We feel that involvement is much more rewarding and have done our best to offer a variety of options.

This contract is to be returned to St. Anastasia School with registration.

Each of the numbered positions below fulfill the Family Participation Contract for the current school year. Fill in position.

1. FSA Officer OR School Board Officer _____
2. Chairperson for activities listed below (*List activity you wish to chair*) _____
3. Athletic Board & Coaching Staff (*Please list sport that you are coaching*): _____
4. Room Mother (*Please list name of teacher and grade you will be working with*): _____

Their respective boards will qualify verification of these positions.

NOTE: *After carefully reading the description sheet supplied please select (3 EVENTS) in which you'd like to participate. We will try to get you in your first choice however; events are assigned on a first come first serve basis.*

- | | | | | |
|--|--|---|---|--|
| <input type="checkbox"/> Ticket Full of Miracles | <input type="checkbox"/> Lunchroom Aides | <input type="checkbox"/> Market Day | <input type="checkbox"/> Santa's Workshop | <input type="checkbox"/> St. Patrick's Day Party |
| <input type="checkbox"/> Gift Wrap | <input type="checkbox"/> Beautification | <input type="checkbox"/> Book Fair | <input type="checkbox"/> Room Mother | and Live/Silent Auction |
| <input type="checkbox"/> Bingo Floor | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Family Night | <input type="checkbox"/> Uniform Resale | <input type="checkbox"/> Octoberfest and |
| <input type="checkbox"/> Bingo Concessions | <input type="checkbox"/> Pizza Count | <input type="checkbox"/> Parish/School Picnic | <input type="checkbox"/> Pizza Day | Raffle for Education |
| <input type="checkbox"/> Citrus Sale | <input type="checkbox"/> Hot Dog Day | <input type="checkbox"/> Rebates | <input type="checkbox"/> Cinco de Mayo | <input type="checkbox"/> Buy-Out (\$400) |

Parent/Legal Guardian Signature _____

PLEASE PRINT NAME _____



Ticket Full of Miracles

30 Volunteer Positions

- Volunteer time will be November to March
- Will be able to work independently
- Coordinate the drawing of the winners and disbursement of the monies.

Ticket Sellers: Are given their list of people to call that bought \$100 tickets the previous year and solicit the sale of additional tickets. Must be willing to post advertisement posters. Will need to check in monthly with Chairperson.

Chairperson: Coordinates and tracks the sellers and sales of tickets starting in November through event date. Coordinate and execute a marketing campaign with the St. Patrick's Day party chairperson to raise awareness of the event.

Silent & Live Auction

15 Volunteer Positions

- Volunteer time starts in October and you work periodically up until event. Event falls on the closest Saturday to St. Patrick's Day.

VOLUNTEERS will be split into teams to do the following.

- Phone people and businesses who donated in the past.
- Solicit items from community beginning in September.
- Arrange gift packages and wrap items for presentation at the auction.
- Setup and tear down the day of the auction.
- Work the night of event and monitor the auction and distribution of items.
- Meetings once a month to discuss progress.

Market Day

9 Volunteer Positions

- First Friday of every month (3-3.5 hours)
- Volunteers time obligation is 1-4:30 pm.
- Must work minimum of 3 Fridays per school year.
- Help unpack truck and distribute orders.

Bingo Concessions

16 Volunteer Positions

- Shifts are once every six weeks on Wednesdays.
- Job runs the entire calendar year (12 months).

Volunteers

- Two people are needed in the church kitchen during Bingo to sell the food from 5 – 8:30 p.m.
- There is minimal clean up and counting the money afterwards.

Bingo Floor

30 Volunteer Positions

- Shifts are once every 4 or 8 weeks on Wednesdays.
- Job runs the entire calendar year (12 months).
- Work shifts vary from 1 – 4 hours.

Volunteers

- Callers have 2 - hour shifts.
- Sellers for Bingo cards, Pull Tabs, Tickets and Lightning.
- Floor Monitors and Runners.

Book Fair

20 Volunteer Positions

- Event begins the 3rd Saturday of September
- Must be available during the day and evening hours for this week.
- Must work Setup or Tear down and 3 other shifts. Scheduling will be in shifts as follows

Sat	Sun	Mon	Tues	Wed	Thurs	Friday
Setup	9 - 1	9 - 12	9 - 12	9 - 12	9 - 12	9 - 1
4 - 7		12 - 3	12 - 3	12 - 3	12 - 3	Tear down
					5 - 8	

There will be a minimum of 5 people on each shift to take the money, to help younger children with recording selections, locating books, and order taking and to handle restocking books and crowd control.

Chairperson: Responsible for scheduling shifts, keeping inventory of books and tracking Volunteers.

Parish/School Picnic

10 Volunteer Position

- Volunteers responsible for setup / tear down, organizing children's games and prizes and soliciting prizes and ticket sales.

Lunchroom Aides

16 Volunteer Positions

- Must be available during the day - 1 day per month.
11:00 am to 12:30 pm

Lunch Aides

- Assist in distributing lunches to younger students and opening them
- Monitor students to keep order in the lunchroom.
- Clean-up tables after each lunch period.

Hospitality

10 Volunteer Positions

- Must be available during the day.
- Will work with FSA and School Faculty regarding spur of the moment events.
- Will be supplied a list of Restaurant resources.
- May have to front money for spur of the moment events – WILL BE REIMBURSED.

If cost for materials can be established ahead of time check can be issued in advance.

- Teachers Luncheon/Prior to school starting.
- Setup/Tear down Potluck Dinner in September.
- Doughnuts after Church during Catholic Schools week.
- Grandparent's Day – October
- Student Treat Day - October
- Teacher Conference luncheon
- Teacher Holiday luncheon
- Field Days – May

Hot Dog Day

10 Volunteer Positions

- Volunteer time is Sept thru May
- Must be available during the day 10:00 –1:00
- Must work a minimum of 4 times per school year.

HOT DOG DAY is 3rd Wednesday of the month 10 am-1 pm
Volunteers cook, wrap hot dogs, serve the food and apply condiments, sell ice cream and collect money.

Chairperson for Hot Dog Day: Supplying Pre-paid Form to families, responsible for coordinating volunteer calendar, ordering food and ice cream.

Gift Wrap Sale

10 Volunteer Positions

- Volunteer Time various hours in the month of September
- Volunteers need to be accurate in counting.
- Check orders for accuracy in the number of items ordered, prize selection, order total and legibility.
- Sorting orders when they arrive on a Saturday or Sunday.
- Distributing the orders on pick-up day during Teacher Conference.

Chairperson sends a flier home to school families, coordinates and tracks volunteers.

Pizza Day/Pizza Count

10 Volunteer Positions

- Volunteer time is Sept thru May
- Must be available during the day 10:00 –1:00
- Must work a minimum of 4 times per school year.

PIZZA DAY is 1st Thursday of the month during lunch 11 am-1 pm
Volunteers need to be in the school cafeteria by 11:00 am and job ends at 1:00 pm.

Responsibilities: Confirm orders, hand out napkins, pizza and pop or juice. Recycle pop cans at the end of each lunch period and sell ice cream.

Chairperson for Pizza Day: Responsible for supplying Pre-paid Form to families, responsible for coordinating volunteer calendar, ordering food and ice cream.

Pizza Count - Volunteers must be comfortable working with money. Count the money from the non-prepaid pizza orders. Record orders per classroom, balance each sheet and tally for the school.

Family Nights

5 Volunteer Positions

- At least 2 times per year. First Friday night of the month. (Schedule may Vary)
- Event will be a family get together.
- Responsible for setup, food sales, overseeing the kids and clean-up.

Uniform Resale

8 Volunteer Positions

- Last Sunday in May and one day prior to school starting
- Must Commit to work both days. Hours 9 am-1 pm.
- Volunteers Sort through clothes organizing them according to style setup petty cash box with calculator and process orders. Send appropriate monies home to parents whose items sold, bag and return unsold clothes.

Beautification

3 Volunteer Positions

- Grounds upkeep - can be done on weekends and evenings
- Volunteers will tend the Memorial Garden.
- Weeding and upkeep of Flowers and mulched areas.
- Decorate during Christmas.

Citrus Sale

10 Volunteer Position

The school will be selling fresh citrus fruits from Florida. Order slips will be sent home and are to be submitted back to school as scheduled.

- This event spans November thru April.

Volunteers: On day of fruit delivery 2 hours of your time will be needed for unloading the fruits. This normally falls on a Friday morning or afternoon. Another 3 hours will be needed to sort the orders. Another 5 hours will be needed during the customer pick-up time which usually falls on a Sunday morning.

Cinco de Mayo

25 Volunteer Position,

- Hours 3 pm to 1 am
- Event will be held the first weekend in May.
- This event will be for all ages

Volunteers will work 3 pm to 1 am to help with preparation, food serving, beverages, children events and organizing any other activities that are needed to make this event a success.

Everyone is responsible for set up and tear down.

Chairperson coordinates volunteers, coordinating entertainment, purchasing food and beverages and advertising the event.

Santa's Workshop

18 Volunteer Position

Event takes place during school hours with setup on the first Friday in December and runs through to Wednesday with tear down.

- All volunteers to work Friday setup and get work schedule.
- Must work at least Friday and one other day.
- Must be available this week during the day.

Scheduling as follows:

Fri	Mon	Tues	Wed	
Setup	8 - 3	8 - 3	8 - 1	Tear Down

There will be people to take the money. People to help younger children with selections and order taking.

St. Patrick's Day Party

40 Volunteer Position

- The Event falls on the closest Saturday to St. Patrick's Day.
- Must work the entire event 3 pm to 1 am.
- Everyone responsible for set up and tear down.

Main Chairperson: Coordinates all aspects of the event including food menu, beverages, entertainment, securing the liquor license and advertising. Organizes and tracks volunteer hours.

Volunteers: Volunteers will have choice of committees associated with the event. Set up, decorations, ticket sales, food service, beverage service, 50/50 raffles, and clean up. Additional committees may be created.

OCTOBERFEST

25 Volunteer Position,

- Hours 3 pm to 1 am
- Event will be at the end of October.
- Preparation meetings will begin in September.
- This event will be for all ages.

Volunteers will work 3 pm to 1 am and help with drinks, food serving and preparation. Help with children's events. Help with setting up activities and judging events.

Everyone responsible for setup and tear down.

Chairperson coordinates volunteers. Purchase food and prizes. Handle advertising and overseeing the judged events.

Raffle for Education

8 Volunteer Position

- Must sell minimum number of tickets.

Chairperson sends a flier home to school families, creates tickets, coordinates ticket sellers, tracks tickets and draws winners at the Octoberfest.

Chairperson Responsibilities

- Mandatory Meeting at beginning of school year, to obtain calendars and address any questions about responsibilities.
- Obtain Volunteer List from FSA 1 month prior to the start of your event.
- Attend FSA meetings to discuss progress.
- Contact Volunteers and meet with Volunteers to set up work schedules.
- Track and Report Non-Compliance to FSA.
- At completion of event obtain from the Volunteer Coordinator a completion certificate and distribute to Volunteers.



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629 Glen Flora Avenue, Waukegan, IL 60085 • 847/623-8320 phone • 847/623-0556 fax • www.stanastasiawaukegan.org

Dear St. Anastasia Families,

Your participation in our fundraising activities is a very important part of keeping tuition costs down. By volunteering for **2 events** you are actually helping yourself with the added bonus of interacting with your children and parish. Hopefully, in volunteering, you will also meet some new friends.

We have reviewed last year's volunteer events and have enclosed the 2008-2009 Volunteer Events List. Please read this list carefully, while considering your schedule to determine the position that will work best for you. We have done our best to give you a detailed breakdown of each event and the responsibilities that go with it.

You will be asked to make 3 choices on the Volunteer Contract. Volunteers are assigned on a first come, first serve basis. As events fill up you will be assigned your task based on the work schedule information you supply.

Please take this request form seriously. We are asking for more detailed information this year, to help with assigning you your event. We will be doing another St. Anastasia Business Directory to use as a reference book for St. Anastasia families, so keep that in mind if you own a business or side-business. If you choose a chairperson's role please supply a phone number and email address, if available. **If you choose to take on the role of a chairperson your contract will be fulfilled for the year with that one task.**

Fill out the volunteer form clearly and legibly. We do offer a buy-out fee of \$400.00 if you feel you cannot commit any of your time. We do hope you choose to volunteer.

The signed contract is due no later than September 10th. If the contract is not returned by September 10th, it will be assumed that a Buy-Out is preferred.

**PLEASE BE AWARE THAT ONCE YOUR ASSIGNMENTS HAVE BEEN RECEIVED,
YOU ARE RESPONSIBLE FOR YOUR COMMITMENT**

Your assignments will be registered and tracked for compliance. At the end of the year, if you have not fulfilled your 20 hour commitment, you will be charged with noncompliance and a fee of \$500.00 will be owed by you.

We ask that you cooperate with the chairperson of the event you have been assigned and try to make that event as successful as possible.

With communication and teamwork, we think this could be the most productive and best year yet.

Thank you in advance for your time, talent and treasure.

St. Anastasia FSA