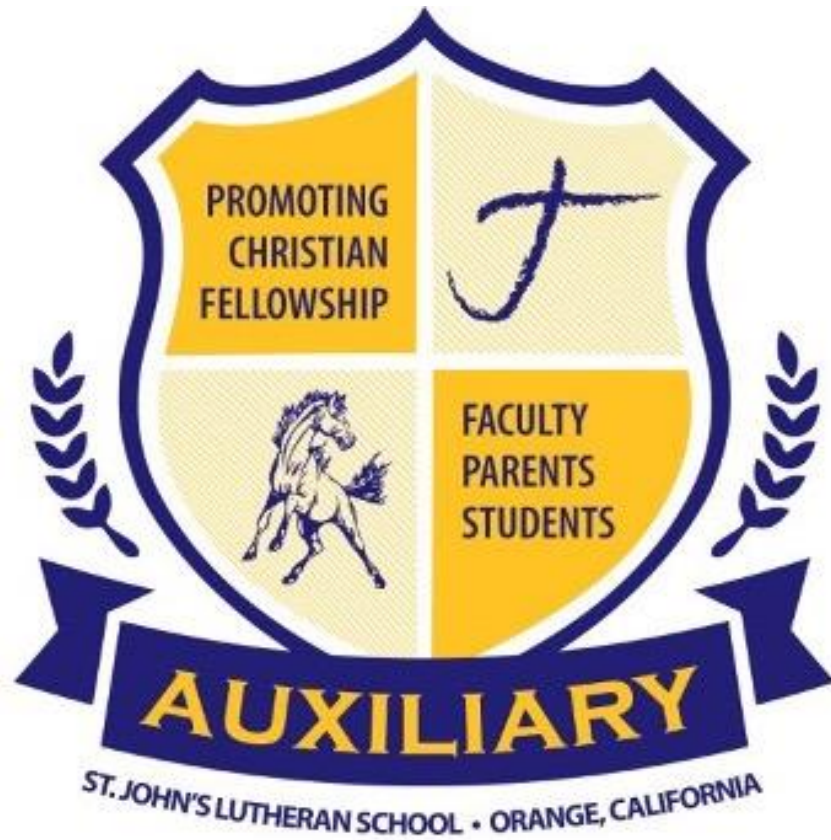


St. John's Lutheran School



Auxiliary Handbook

Auxiliary Executive Board
Auxiliary Parliamentarian
Updated May 2020
Approved May 22, 2020

MISSION STATEMENT

The purpose of this organization is to promote Christian fellowship among the faculty, parents and students of St. John's Lutheran School. The Auxiliary is also to engage in missionary work in the School and to assist the faculty when needed.

PURPOSE

The purpose of this Handbook is to provide communication, instruction and guidelines for those serving in the St. John's Lutheran School Auxiliary.

REVISIONS TO HANDBOOK

This Handbook and descriptions stand until revised. Revisions can be made, or provisions temporarily suspended by a 2/3 vote of the Auxiliary Governing Body in attendance at a meeting. Revisions to the Handbook may be made at the discretion of the Auxiliary Executive Board, with the advice of the Parliamentarian.

COUNCIL OF SCHOOL MINISTRIES (SCHOOL BOARD)

The Auxiliary is accountable to the Council of School Ministries in regard to policy changes. This would pertain to Bylaws changes, or any other items that fall under policy. Auxiliary meeting minutes and current financials are to be included in the Auxiliary President's Report at the Council of School Ministries meetings each month. Per the Bylaws Article II Section 2; "This organization and its functions and activities shall be under the approval of the Council of School Ministries and St. John's Lutheran Church, with the guidance of the School Principal."

FINANCIAL ITEMS

The Auxiliary Executive Board and General Membership/Governing Board have the responsibility to be good stewards of the funds raised by Auxiliary.

BUDGET

The Auxiliary Executive Board shall have the authority to disperse funds up to 10% of the current Operating Budget once during the fiscal year. A report of the disbursement shall be given at the following Governing Board and Council of School Ministries Meetings. Any single item over 10% of the current Operating Budget must be approved by a simple majority vote at the next General Membership meeting, excluding Ways and Means projects, defined as pre-fundraising expenses.

COLLECTION OF FUNDS

All funds and payments should be marked to the attention of the Auxiliary Treasurer and delivered directly to the School Office.

CREDIT CARD CHARGES / PAY PAL

Credit card charges shall be processed by the Auxiliary Treasurer or by those given explicit permission by the Auxiliary Executive Board. Credit card readers must be secured in the School Office when not in use. All funds received through PayPal will be processed by the Auxiliary Treasurer. The Auxiliary President and Auxiliary Treasurer have full access to the PayPal account. Limited access to PayPal will be granted to specific Committee Chairs, if needed, to perform their duties.

FISCAL ACCOUNTS

All checks, bills paid, and check requests must have two signatures. Authorized check signors include the Auxiliary President, Auxiliary Treasurer, Auxiliary Secretary, and Auxiliary Vice President of Membership. The Auxiliary bank signature card to be updated following the installation of officers each year.

REIMBURSEMENT

Auxiliary works on a reimbursement system whereas expenses (which are within the approved Budget) are reimbursed when receipts are provided to the Auxiliary Treasurer, along with the St John's Lutheran School Auxiliary Check Request Form. All requests for reimbursement should be turned in within two weeks of purchase. If not turned in within 4 weeks, reimbursement will be at the discretion of the Auxiliary President. All final reimbursement requests for the current fiscal year must be submitted no less than 2 weeks prior to the last day of the current fiscal year. The Auxiliary fiscal year runs from July 1st through June 30th.

An Auxiliary check can be provided by the Auxiliary Treasurer provided directly to the vendor as long as a final contract/invoice or bill of sale can be provided with a final and exact amount.

NSF CHECK POLICY

If an NSF check is received:

- The Auxiliary Treasurer will re-deposit all NSF checks one time.
- The Auxiliary Treasurer will call the NSF party and advise them of the situation.
- The NSF party will have ten (10) working days to provide a replacement check for the original amount plus equal to the bank fees sustained by Auxiliary.
- If the Auxiliary receives two (2) NSF checks in one school year, the party will be on a "cash only" basis for all remaining Auxiliary functions in that school year.
- The party may appeal the "cash only" consequence to the Auxiliary Executive Board.

AUXILIARY CALENDAR

The Auxiliary Executive Board meets in the last quarter of the school year to plan the Auxiliary Calendar for the subsequent year. It is the responsibility of the Committee Chairs to know the dates of their events.

FACILITIES

All request for use of St. John's facilities must be submitted to the scheduling contact within the School Office. Because there are several groups that utilize the facilities, it is recommended that you give as much notice as possible when scheduling events.

Insurance certificates from outside vendors may be required at the discretion of the School. It is the responsibility of the Committee Chairs to obtain and provide these certificates for verification. All Committee Chairs are responsible for the set up and clean-up of their events.

AUXILIARY STORAGE ROOM

The Auxiliary shares a room designated for storage with Women's Ministries. It is located at

the top of the stairs inside the Gymnasium in the hallway before the bleachers. Any items placed in there for storage should be boxed and labeled with the committee information. Anyone using the storage area needs to document that information and present it to the Auxiliary Executive Board. Nothing in this room should be discarded from this room without the permission of the person who put it there or the Auxiliary Executive Board. The School office has the key to the Auxiliary storage room.

AUXILIARY SHED

The Auxiliary Shed is located near the lunch tables by the 2nd-8th grade playground. All pizza fundraising supplies, Auxiliary EZ-Ups, and social event supplies are to be stored in the shed. The Auxiliary President, Auxiliary Vice President of Social, and Pizza Wednesday Lead have keys. These individuals are required to pass their key to their successor. A key is also located in the School Office and can be checked out by Committee Chairs, if needed.

AUXILIARY MAIL

Auxiliary mail is delivered to the designated area in the School Office.

AUXILIARY FORMS

Forms are available in the School Office and on the internal School website.

FLYERS AND ANNOUNCEMENTS

All flyers, e-mails, letters, posters, text alerts or announcements intended for the General Membership or student body must have the approval from the designated Auxiliary Executive Board Member and the School Principal prior to circulation. Requests for communication must be sent to the Communications Chair. The Communications Chair will notify the Auxiliary President, obtain the necessary approval of the School Principal, and distribute the communication to the requested group. Requests for printing flyers should go through the School Secretary or the Communications Chair. White paper is used unless color paper is provided by the Committee Chair. Color copies need Auxiliary President's approval. Please plan ahead as much as possible, as distribution may take up to three weeks. Room parents may communicate directly with individual classes with the approval of the teacher and/or their Room Parent Coordinator and/or Grade Level Liaison.

Committee chairs are responsible for the collection of the RSVPs for the events they chair.

VOLUNTEER COVENANT

This covenant was created to help volunteers understand the importance and value of their role as a member of the Auxiliary Executive Board, Governing Board (also referred to as Committee Chairs, or as an Auxiliary Liaison. The guidelines below indicate the importance of teamwork, collaboration and participation by all Auxiliary members in order to be successful in serving to fulfill their duties. All Auxiliary Liaisons and Auxiliary Governing Board and Executive Board members are required to sign and submit this agreement prior to the first Auxiliary Governing Board/General Membership Meeting. By signing the covenant, they acknowledge and accept the provisions set forth in the covenant.

- Know and understand the job description of their particular role as described in the

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Auxiliary Handbook.

- If there is a budget associated with their job, it is their responsibility to know their budget prior to making expenditures. Any expenditure made over budget without prior approval by the Auxiliary President will not be reimbursed.
- All Auxiliary Governing and Executive Board Members and Auxiliary Liaisons are expected to attend the six scheduled Auxiliary Governing Board meetings.
- If the Committee Chairs are unable to attend any meeting, they should inform the Auxiliary President and provide their report to the Auxiliary Executive Board prior to the Governing Board meeting.
- If any committee chair or liaison is not fulfilling his/her role responsibilities, PIP hours may be deducted and/or the role re-assigned at the discretion of the Auxiliary Executive Board.
- Serve in a way that reflects Christ's love and promotes the mission of Auxiliary.

DUTIES OF OFFICERS

Duties of all Executive Board Officers and Committee Chairs shall commence immediately after the close of the fiscal year. The full responsibilities of the Auxiliary Treasurer shall coincide with the fiscal year. The Auxiliary fiscal year runs from July 1st through June 30th.

Auxiliary President

1. See that all Executive Board, Governing Board and General Membership events are placed on the Church and School calendars.
2. Preside at all meetings of the Auxiliary during term.
3. Prepare agenda for all Auxiliary meetings.
4. Meet with the School Principal on a regular basis.
5. Act as Auxiliary representative and full voting member on the Council of School Ministries in accordance with Church Bylaws. Present a written report and previous Auxiliary meeting minutes at each Council meeting. An annual Auxiliary calendar and budget will be submitted to the Council by the end of the last month of each school year.
6. Ensure that all new fundraisers are approved by the school Principal prior to implementation.
7. Work with school staff in the promotion, ordering and distribution of the yearly theme shirts to students, staff and teachers.
8. Upon election, appoint Committee Chairs
9. Request that the Parliamentarian facilitate an annual review of the Handbook.

10. Appoint Nominating Panel
11. Serve as an ex-officio member of all committees, except Nominating Panel
12. Serve as an ex-officio member of the Governing Board for the year following term of Presidency.

1st Vice President, Membership

1. Perform the duties of the Auxiliary President when absent and succeed in case of resignation. (See Bylaws Article VI Section 2)
2. Give an enrollment report at every Governing Board meeting, unless provided by School Administration. This shall include the number of students who have either dropped or added since the last meeting.
3. Chair Membership Committee and be responsible for welcoming new School families throughout the school year.
4. Oversee the School Buddies program.
5. Ensure all new families to St. John's School are contacted prior to the first day of school.
6. Assist 3rd Vice President Social with the Back to School Parent Mixer, 8th Grade Parent Farewell Luncheon and any other Auxiliary-sponsored scheduled parent events.
7. Recognize new families in attendance at the first General Governing Board meeting of the year.
8. Invite, welcome and encourage all Auxiliary members to attend all functions of the Auxiliary.
9. Notify Auxiliary Treasurer and Trip Credit Chair of all new Auxiliary members or members that leave for accounting purposes.
10. Honor all departing eighth grade parents at the last Governing Board meeting of the year, aka 8th Grade Farewell Luncheon.
11. Recognize outgoing Executive Board Members.
12. Responsible for subcommittees as designated on the Governing Board Flowchart.

2nd Vice President, Ways & Means

1. Recommend to the Governing Board all fundraising events.
2. Upon approval of events by the School Principal, draft and put into execution all plans necessary to carry out such projects.
3. Responsible for subcommittees as designated on the Governing Board Flowchart.

3rd Vice President, Social

1. Organize food, beverage, and decorations for Auxiliary Governing Board meetings, social activities and teacher luncheons as approved.
2. Purchase, within the budget, all necessary supplies needed.
3. Oversee the cleanup of the kitchen facilities when used for Auxiliary social activities.
4. Responsible for subcommittees as designated on the Governing Board Flowchart.

4th Vice President, Programs

1. Draft, establish and confirm assembly program dates for the St. John's Lutheran School student body.
2. Coordinate assembly program selection with the School Principal or staff representative.
3. Contract assemblies for the student body - subject to the School Principal's approval.
4. Sign all contracts and funding opportunities for assemblies.
5. Report programs and dates to the Governing Board.
6. Organize and facilitate programs for Student body related activities of the Auxiliary.
7. Organize programs for the Governing Board meetings subject to School Principal's approval.
8. Submit facilities, work order, and A/V request forms for all programs as needed.
9. Attend all programs and facilitate.
10. Submit invoices to Auxiliary Treasurer.
11. Responsible for subcommittees as designated by the Governing Board Flowchart.

Auxiliary Secretary

1. Record minutes of the meetings of the St. John's Lutheran School Auxiliary.
2. Submit meeting minutes to the Auxiliary President within seven days of the meeting.
3. Responsible for having the current Handbook, Bylaws, Agendas and Minutes from all meetings held during that term at each meeting.
4. Responsible for subcommittees as designated on the Governing Board Flowchart.
5. Attendance tracking at Auxiliary Governing Board meetings.
6. Maintain roster of Auxiliary Executive Board members.

Auxiliary Treasurer

1. Receive all monies of the Auxiliary and deposit in a bank designated by the Auxiliary Governing Board.
 2. Pay all funds authorized by the order of the Governing Board.
 3. Have a report available for review at all Auxiliary Executive Board and Governing Board meetings and present the accounting books for audit at the end of term.
 4. Chair the Budget Committee, whose report will be made at the final Governing Board Meeting of the year.
 5. Maintain accounting records for all Auxiliary accounts.
 6. Orders supplies, checks, etc. as needed.
 7. Responsible for subcommittees as designated on the Governing Board
- Flowchart

Ex-Officio Auxiliary President

1. Immediate past Auxiliary President shall serve as a resource to the current Auxiliary President

Liaisons are appointed by the Auxiliary President with input from the Administration. Liaisons are expected to attend scheduled Governing Board meetings. Liaisons are responsible for facilitating communication and information between the parents they represent and the Auxiliary Board. Liaison reports are to be submitted to the Auxiliary President prior to each meeting of the Governing Board. Liaisons are to review and keep expenses within the current budget. Additional expenditures must be approved by the Governing Board and follow all Auxiliary financial protocol as indicated in this Handbook. Duties shall commence upon appointment. Liaisons shall report directly to the Auxiliary President, except the Room Parent Grade Level Liaison who shall report to the Room Parent Coordinator.

Communication Liaison- Work in conjunction with School graphic designer to develop and facilitate flyers, letters, posters, announcements, text alerts, and emails for all Auxiliary sponsored activities. Work directly with Committee Chairs on the design and approval of information for School events. School Principal and Auxiliary President to give final approval of all communication prior to printing or electronic distribution.

End of Year Carnival Liaison - Shall serve as a liaison between the Grade Level Liaison, Room Parents, teachers, School staff, and Auxiliary in the coordination of the End of Year Carnival in accordance to the Auxiliary Calendar and within the pre-determined budget. Insurance certificates from outside vendors may be required at the discretion of the School. It is the responsibility of this liaison to obtain and provide these certificates for verification. Should help to recruit sponsors, donors and volunteers as needed and facilitate event set up and clean up.

Preschool Liaison – Shall serve as a liaison between the preschool and Auxiliary. Provide communication as needed to support both the preschool and the Auxiliary.

Room Parent Grade Level Liaison – Oversee Room Parents of appointed grade to provide necessary information and promote consistency among classrooms. Ensure teachers in your given grade receive their Auxiliary provided birthday gift at the appropriate time. Ensure birthday acknowledgement for grade level instructional assistant. With assistance of the class Room Parent, appoint a Class Auction Item Coordinator. Serve as the lead for end of year party. If necessary, provide facilities request with the School office. In conjunction with Room Parents, sign off on volunteer PIP hours.

Please note: Room Parents, Appointed Auxiliary Liaisons, and the Auxiliary Executive Board and the Auxiliary Governing Board Positions are the only 20 PIP Hour positions. All other volunteer positions are to receive PIP credit on an hourly basis.

Committees are formed and the Committee Chairs are appointed at the discretion of the Auxiliary President.

Committee Chairs are to attend scheduled Governing Board meetings. When possible, committee reports are to be submitted to the Auxiliary President prior to each meeting of the Governing Board. Committee Chairs shall notify the Auxiliary President of the time and place of all committee meetings. Committee Chairs are to review and keep expenses within the current budget. Additional expenditures must be approved by the Governing Board and follow all Auxiliary financial protocol as indicated in this Handbook. Committee Chairs are to submit planned events, incentives and expenditures to their corresponding Executive Board Officer or the Auxiliary President prior to implementation. Committee Chairs shall serve a 2-year consecutive term; however, appointment will be granted each year by the current Auxiliary President. Committee Chairs shall pass down any materials related to their position to the succeeding Committee Chair at the end of their term. Duties of all Committee Chairs shall commence upon appointment. All Committee Chairs shall report to an Executive Board Officer as indicated on the current Governing Board flowchart.

Courtesy - Shall take care of courtesies for St. John's School staff, including teacher, school support staff and church staff, including marriages, birth or adoption of a child, commissioning, retirements and bereavement. Chair coordinates New Teacher Installation, Teacher Appreciation Week, Church and Staff Appreciation Day and additional staff recognition, as needed. All events and activities must have prior approval from School Principal and Auxiliary President.

Father Daughter Dance - Prepare, coordinate, and promote the Father Daughter Dance in accordance with the Auxiliary Calendar and within pre-determined budget. Recruit sponsors, donors and volunteers, as needed. Track ticket sales to avoid exceeding maximum capacity of facilities. Facilitate event set up and clean up. Coordinate with Communications Liaison for advertisement and setting up online ticket sales. All events and activities must have prior approval from School Principal and Auxiliary President.

Financial - Provide accounting support for Auxiliary related functions as designated by the Auxiliary Treasurer. Work together with the current treasurer to prepare for the position of Auxiliary Treasurer.

Fundraisers - Research companies for the Auxiliary fundraisers. All events and activities must have prior approval from School Principal and Auxiliary President. Organize and promote fundraisers. If appropriate, provide incentives to ensure the most successful outcome. Recruit and coordinate volunteers, as needed. Distribute product, as required.

Gala & Auction - Work with the Auxiliary Executive Board, School Administration and School Office to set a date, location, theme and ticket price for the Gala & Auction. Recruit sponsors, donors, volunteers and attendees. Assume responsibility for the coordination of the dinner and all aspects of the Gala & Auction. All events and activities must have prior approval from School Principal and Auxiliary President. Publicize the event to School and Church families as well as the community. Coordinate with the School Office to ensure solicitation and procurement of event sponsors as well as thank you letters to all sponsors and donors. Coordinate with Communications Liaison regarding invitation and all design aspects including the printing of materials. All contracts are to be given to the Executive Director of Ministries for approval.

Gala & Auction Treasurer/Finance - Work with Gala & Auction team, Auxiliary Treasurer and School office to maintain accounting records for the Gala & Auction. Will provide a final report by the end of the current fiscal year.

Health & Safety - Prepare, coordinate, and promote Red Ribbon Week for Preschool through 8th Grade in accordance with the Auxiliary Calendar and within the pre-determined budget. Set up events, activities and speakers, as needed. Recruit sponsors, donors and volunteers, as needed. Facilitate event set up and clean up, as needed. All events and activities must have prior approval from School Principal and Auxiliary President. Coordinates the setup, execution and clean-up of the Candy Give Back program following Halloween. Recruit volunteers, as needed. Coordinate with Communications Liaison for advertisement.

Ice Cream Social - Prepare, coordinate, and promote the Ice Cream Social in accordance with the Auxiliary Calendar and within the pre-determined budget. Contact School and Church vendors, volunteer groups, and Auxiliary Committee Chairs to confirm their attendance. Make necessary reservations and purchases for the event. Coordinate with Communications Liaison for advertisement. Work with School Office to obtain confidential class lists to be copied and posted. Coordinate with Auxiliary Treasurer the collection and accounting of funds, including cash boxes and credit card terminals at check out. Coordinate with School for the use of laptops and WIFI for online ordering stations. Recruit sponsors, donors and volunteers, as needed. Facilitate event set up and clean up. All events and activities must have prior approval from School Principal and Auxiliary President.

Jog-a-thon - Prepare, coordinate, and promote Jog-A-Thon for Preschool through 8th Grade in accordance to the Auxiliary Calendar and within the pre-determined budget. Distribute and collect sponsorships and donations. Recruit sponsors, donors and volunteers, as needed.

Secure and distribute incentives as needed. Coordinate donations of healthy snacks and water. Facilitate event set up and clean up. Coordinate with Communications Liaison for advertisement. All events and activities must have prior approval from School Principal and Auxiliary President.

Mother-Son Event - Prepare, coordinate, and promote the Mother-Son Event with accordance to the Auxiliary Calendar and within pre-determined budget. Recruit sponsors, donors and volunteers, as needed. Track ticket sales to avoid exceeding maximum capacity of facilities. Facilitate event set up and clean up. Coordinate with Communications Liaison for advertisement and setting up online ticket sales. All events and activities must have prior approval from School Principal and Auxiliary President.

Parliamentarian - Shall serve in an advisory capacity to the Auxiliary President and explain questions of order. Shall annually review the Auxiliary Bylaws, Handbook, and Flowchart and, if needed, bring to the Auxiliary Executive Board or Auxiliary Governing Board any suggested amendments for approval. Parliamentarian should be present at every Governing Board meeting. The Parliamentarian shall serve as Chair of the Nominating Panel.

Room Parent Coordinator - Responsible for recruiting and coordinating Room Parents. Assist the Auxiliary President with appointing the Room Parent Grade Level Liaisons for the school year. Hold two or three Room Parent meetings per year. Ensure Room Parents and Room Parent Grade Level Liaisons are provided with necessary information to promote consistency of activities among grades and classes. Coordinate with Communications Liaison to promote the distribution of flyers and information regarding Auxiliary sponsored events. Coordinate and ensure the distribution of faculty birthday gifts and room parent funds.

School Buddies - Work with School staff to match new students with returning students assigned to the same class prior to the start of the school year. Contact returning student volunteers (School Buddies) and notify new students of their contact. Provide information and invite buddies and new families to attend the Buddy Meet and Greet event. Follow up with new families after the first quarter. Prepare, coordinate, and promote the Buddy Meet and Greet event including refreshments in accordance with the Auxiliary Calendar and within pre-determined budget. Recruit volunteers, as needed. Facilitate event set up and clean up. All events and activities must have prior approval from School Principal and Auxiliary President.

School Supplies - Research vendors for the Auxiliary School Supplies fundraiser. Coordinate with the School Principal and Faculty to receive school supply lists by needed date. Ensure product brands and items match teacher lists. Coordinate the promotion, pricing, and ordering of student school supplies. Ensure deadlines are set and supplies are received in time to be available to students at the Ice Cream Social. Coordinate volunteers for distribution, if needed.

Scrip/eScrip - Oversee the Scrip/eScrip fundraiser and promote Amazon Smile. Coordinate and promote the Holiday Drive, and “Appreciation” grams. Coordinate, promote, and set appropriate incentives to maximize fundraising. Recruit and organize volunteers, if needed.

Social Committee- Assist the 3rd VP Social with the planning and organization of food, beverage, décor and clean-up of Auxiliary events. Work with the current 3rd VP Social to prepare for a potential transition to the 3rd VP Social position.

Social Media/Photographer- Communicate with Communications Liaison in the posting of information to Auxiliary Facebook, Instagram, and other social media pages. Ensure posted information is current and accurate. All posts must have prior approval from School Principal and Auxiliary President.

Tanaka Farms - Work with vendor and School staff to set pick-up dates and location for produce distribution. Promote program among church and school families. Track orders and coordinate distribution of funds and produce to Church ministries.

Welcome Back Parent Mixer- Prepare, coordinate, and promote the Welcome Back Parent Mixer in accordance to the Auxiliary Calendar and within the pre-determined budget. Recruit sponsors and volunteers as needed. Track RSVPs for attendance and childcare to avoid exceeding maximum capacity of facilities. Coordinate childcare with Family Ministries. Facilitate event set up and clean up. Coordinate with Communications Liaison for event promotion. All events and activities must have prior approval from School Principal and Auxiliary President.

Please note: Room Parents, Appointed Auxiliary Liaisons, and the Auxiliary Executive Board and the Auxiliary Governing Board Positions are the only 20 PIP Hour positions. All other volunteer positions are to receive DRAFTPIP credit on an hourly basis. All other volunteer positions are to receive PIP credit on an hourly basis.

Trip Credits

St John's Auxiliary offers 7th and 8th grade families the ability to earn "monetary trip credits" towards the 8th Grade DC/NY trip via two fundraisers- **Pizza Wednesdays** and **the Used Uniform program**. Both of these fundraisers directly benefit the students and families who choose to volunteer their time. **Trip credits earned may ONLY be applied as credit to the St. John's Lutheran School 8th Grade DC/NY trip. Trip credits CANNOT be applied toward any other fees or debts at the school, and if trip credits have been earned but the student does not attend the trip, the credit amount is re-distributed into the Auxiliary General Fund.** Trip registration and deposits are handled directly with the travel company, which will provide registration and payment dates/deadlines. **In order for families to have their earned trip credits applied to their account, students must be registered, including a paid first deposit, by November 1 of their 8th grade year.** The posting of earned trip credits to the trip invoice/balance is at the discretion of the travel company. Parents may contact the Trip Credit Coordinator by email to confirm the credit balance. Credits are typically updated quarterly.

Trip Credit Fundraisers

Pizza Wednesdays- A pizza lunch is available for purchase on a designated day. An ordering/payment platform is used to collect orders and payments*. Orders can be yearly, by the semester

or by the quarter*. Pizza lunch is typically available the 2nd Wednesday after school starts and ends the Wednesday before the last week*. (*Details and specifics may be subject to change- however the student body would be notified by the first day of school.)

Used Uniforms- School uniforms are donated, collected and stored. The student body is encouraged to donate the uniforms they outgrow. Uniforms are then re-sold at least 4 times throughout the school year.

Positions

Pizza Wednesdays Lead – Receives 20 PIP hours, earns designated trip credits. Oversees the weekly pizza fundraiser. Seeks bids and vendors for the Pizza Fundraiser, obtaining pre-approval of all bids and vendors from the school Principal and Auxiliary President before making any vendor changes. Coordinates and procures the purchase of pizza, salad, water and ALL needed paper goods for the pizza lunches. Coordinates and trains weekly volunteers in the distribution and organization of Pizza Fundraiser. Provides weekly pizza bill to Treasurer. Coordinates with school staff for start and end date. Maintains accurate accounting of weekly pizza order. Coordinates with trip credit volunteer coordinator, trip credit website coordinator, and trip credit coordinator for all tasks related to Pizza Fundraiser. The following positions work with the Pizza Wednesdays Lead.

- **Volunteer Coordinator-** Receives 20 PIP hours, earns designated trip credits. Coordinates and manages the eligible parent volunteers for Pizza Wednesdays Fundraiser and Used Uniforms. Works with the lead for both programs. Responsible for maintaining an accurate accounting of all volunteers and then reporting designated credits to Trip Credit Coordinator.
- **Website Coordinator-** Receives 20 PIP hours, earns designated trip credits. Responsible for maintaining and improving online ordering platform and Coordinates with Pizza Wednesdays Lead and Auxiliary Treasurer.
- **Trip Credit Tracking Coordinator-** Receives 20 PIP hours earns designated trip credits. Responsible for knowing what fundraisers earn trip credit and keeping an accurate log of credits earned. Coordinate with Pizza Wednesday Lead and Used Uniform Lead to obtain and track student credits. Will provide a spreadsheet with each student's credit to the Auxiliary Treasurer and the travel company. Will communicate to the 8th grade families the total credits their students have earned.

Used Uniform Lead - Receives 20 PIP hours, earns designated trip credits. Oversees the Used Uniform Program. Sets dates for used uniform sales with the school staff. Promotes participation in the donation and resale of uniforms. Organizes and is responsible for the storage of uniform inventory. Coordinates the accounting and distribution of trip credit and provides that information to the Auxiliary Trip Credit Coordinator in a timely fashion.

Lead and Coordinator Selection

Trip Credit fundraising Leads and Coordinators are appointed by the Auxiliary President and School Principal, and work closely with Auxiliary Treasurer, Auxiliary President and Auxiliary Way and Means VP. Trip Credit Coordinators earn PIP hours and Trip Credits if they have a student eligible to earn trip credits. Parents are eligible to earn trip credits once their student is in 7th and 8th grade.

The following are Trip Credit Fundraising positions and compensation (in for form of trip credits):

- Pizza Wednesdays Lead- \$750 per semester (requires a two-year commitment)
 - Used Uniform Lead- \$375 per semester
 - Volunteer Coordinator \$375 per semester
 - Website Coordinator- \$375 per semester
 - Trip Credit Coordinator- \$375 per semester
- * **Compensation is subject to change with or without notice based on the success and student participation in these fundraisers.** These fundraisers are entirely self-supporting, and their livelihood is dependent on the student body participation.

How to Earn Credits

Families are eligible to earn trip credits by working volunteer shifts with the Pizza Fundraiser and the Used Uniform Fundraiser. **These volunteer shifts do NOT earn PIP hours.**

Families are eligible to work these fundraisers once their child is in the 2nd semester of 7th grade and the 1st semester of 8th grade. Families are given the opportunity to sign up for these shifts via the volunteer coordinator. Every attempt is made to allow a family the chance to work a single shift of Pizza Lunch or Used Uniforms. A second opportunity is permissible as space and time permits, as class size and volunteer pools vary from year to year.

Used Uniforms- Used Uniforms are generally sold 4 times annually, possibly more (at the discretion of the Used Uniform Coordinator and Principal). Sale dates include Ice Cream Social (August), a sale in the fall, January and April. Volunteers are provided by the Volunteer Coordinator. Volunteers report to the Used Uniform Coordinator.

Pizza Wednesdays Fundraiser- Volunteers are recruited and managed by the Volunteer Coordinator. Volunteers report to the Pizza Wednesdays Lead.

Volunteers Needed:

(2nd-8th lunch tables)- 5 parents, runs in 5-week shifts

(PK, K-1 lunch table)- 1 parent- position runs through an entire semester

Compensation:*

Used Uniforms- The amount a family earns on a single Used Uniform event depends on the total amount raised during that particular sale. Total sales are divided by the volunteers of that designated event.

Pizza Wednesdays Fundraiser- Each family that works pizza gets credit for each shift worked. If you don't show up, you don't get credit. Covering and swapping shifts is at the discretion of the Volunteer Coordinator and must be approved prior to the shift.

- (2nd-8th lunch tables)- \$70 per shift*
- (PK, K-1 lunch table)- position runs through an entire semester- \$750 per semester*