

**Fair Share Agreement Guidelines**

**300 points earned**

**Please keep this page (front/back) for your reference**

**Event / Work Shift Guidelines:**

- Shifts for any event will be awarded points based on a minimum of 2 hour shifts with 10 points for each additional hour. Children will not be awarded points for shifts worked, but will be awarded confirmation hours, if they choose.
- Any workers will be expected to pay for any food consumed by themselves or their family or guests, if tickets had not been purchased.
- Points for shift work cannot be transferred to another family.
- Individuals that do not fulfill their shift/donation commitment without proper notification to event chairperson (1 week prior to event) will be penalized by increasing their agreement by 25 points per event.
- Families who exceed their point value by 100 or more points will be put into a drawing for a chance to win \$250 cash in June.

**Event Chairperson & Committee Guidelines:**

- An Event Chairperson is responsible for overseeing the planning of their fundraiser. Committee members will assist the Chairperson as needed. Responsibilities of Chairperson/Committee members include: scheduling initial meeting with the principal prior to beginning the planning of their event; organizing and communicating volunteer shifts and/or donation items to families, including if services are not needed, at least 2 weeks prior to the event; create detailed outline of fundraiser for the Event Binder; all advertising for the event, including notices for the school newsletter, area newspapers, flyers, etc., with copy pre-approved by the principal; making timely and accurate deposits of funds, and submitting copies of deposit slips with a detailed income/expense report within 10 days of the event; provide a report of earned fair share points by volunteers and donation, within 10 days of the event.
- Please see the attached Event Descriptions for more details regarding Chairperson and Committee responsibilities.

**Donation & Ticket Guidelines:**

The chairperson or committee member of each event will contact all families who signed up to donate or sell tickets. They will assign the amount of food/drink items, baked goods or monetary donation requested. This notification will be sent by an insert in the Friday folder or delivered in person by the chairperson, not school personnel.

<b>Number of Tickets/Items Sold</b>	<b>Points Earned</b>
2 - 4	15
5 - 9	25
10 - 14	50
15 - 19	75
20 - 24	100
25 - 29	125
30 - 34	150

Drinks are limited to 2 cases per event per family:

- 1 case of 20 oz Gatorade = 25 pts
- 1 case of 16 - 20 oz Water = 8 pts
- 1 case of 12 oz Pop = 10 pts

Baked Goods: 1 doz. Donuts, 1 pie, 2 doz. Cookies, 1 cake, or 1 pan of scotcheroos = 10 pts

Monetary : cash donations will be awarded points per dollar of donation, \$1.00 = 1 pt

**FAIR SHARE ELIGIBLE ROLES/EVENTS:**

**FAIR SHARE POINTS NEEDED: 300**

Classroom Room Parent Points \_\_\_\_\_

Athletic Concessions Chairperson Points \_\_\_\_\_

Art Presenter Points \_\_\_\_\_

Santa Breakfast Points \_\_\_\_\_

Lunch Room/Playground Points \_\_\_\_\_

Magazine Subscription Points \_\_\_\_\_

Club's Choice Food Fundraiser Points \_\_\_\_\_

3 on 3 Basketball Tournament Points \_\_\_\_\_

Game Night Points \_\_\_\_\_

Seranata Mexicana Points \_\_\_\_\_

School Chili Dinner Trunk/Treat Points \_\_\_\_\_

Auction Points \_\_\_\_\_

Scholastic Book Fair Points \_\_\_\_\_

Auction Raffle Points \_\_\_\_\_

**ESTIMATED TOTAL FAIR SHARE POINTS EARNED \_\_\_\_\_**

**PLEASE KEEP THIS PAGE FOR YOU RECORDS!**

Please indicate the fundraisers your family intends to participate in. The Fair Share requirement is 300 points.

- Classroom Room parent-** Parent will communicate with teacher to organize 3 holiday parties, Halloween, Christmas, and Valentine’s Day. Responsible for finding parent volunteers to help with activities, snack, party supplies and volunteer time. A form for volunteer info is available.

\_\_\_\_\_ Grade of Classroom Room Parent (75 points)

- Art Presenter Coordinator** - Parent is in charge of coordinating with Buchanan Center for monthly art presenting. Will find a list of volunteer parents for the presentation for grades K-5th grade.

\_\_\_\_\_ Coordinator (100 points) \_\_\_\_\_ Classroom Art Presenter (25 points) \_\_\_\_\_ Grade

- Lunch Room & Playground Duty Coordinator 100 pts**

Organize and schedule volunteers for Lunch Room and Playground duty. Provide report on a quarterly basis.

- Volunteers** - (10 points an hour) Maximum points earned for year (100)

Help in lunchroom from 11:30-12:30 daily during the PK-5th grade lunch periods. Duties include helping assist children at the tables with opening items, i.e. juice boxes, fruit cups etc., and monitoring student activity. You can help 1 day a week or more.

Playground monitor will assist teachers on the playground 12:00-1:00 p.m.

Playground monitors Day(s) available \_\_\_\_\_

Lunchroom Day(s) available \_\_\_\_\_

- Uniform Sale Coordinator 100 pts**

Organize donated used uniform items for sale. Run uniform sale shop during Locker Night and Santa Breakfast.

- Club’s Choice Food Sales (Sept 12-23rd, 2019)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (100 points)

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by selling frozen food items.

**Estimated Club’s Choice Food Sales Points:** \_\_\_\_\_

- Game Night (Date and type of game is TBD at the discretion of chair)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (100 points)

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by ( ) working, and/or ( ) donation.

\_\_\_\_\_ Number of shifts working (2 hour shifts)

Donations: Number or \$ amount you can offer : \_\_\_\_\_ Snacks and/or \$ \_\_\_\_\_ Monetary donations for prizes

**Estimated Game/Trivia Points:** \_\_\_\_\_

- Fall Chili Dinner/Trunk or Treat (October 25, 2019)**

\_\_\_\_\_ Yes, I would like to be a Chairperson of this fundraiser. (Oversee the fundraiser - 200 points)

\_\_\_\_\_ Yes, I would like to be a committee member (100 pts) \_\_\_\_\_ Kitchen, \_\_\_\_\_ Trunk or Treat/Activities

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by ( ) selling tickets, ( ) working shifts, and/or ( ) donating food items.

\_\_\_\_\_ Trunk or Treat participation, provide treats for Trick or Treaters and decorated trunk. (25 points)

\_\_\_\_\_ Number of shifts working (2 hour shifts) Availability \_\_\_\_\_

Donations: Number or \$ amount you can offer

\_\_\_\_\_ Bake sale item \_\_\_\_\_ Food \_\_\_\_\_ Monetary

**Estimated Dinner/Trunk or Treat Points:** \_\_\_\_\_

- Scholastic Book Fair (Oct 25-Nov. 2, 2019)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser (100 point)

\_\_\_\_\_ Yes, I would like to volunteer to work the fair. (1st shift = 20 points, each additional hour = 10 points)

\_\_\_\_\_ setup and/or teardown \_\_\_\_\_ Lunch hour 11-1 p.m.

\_\_\_\_\_ After school 3:00-5:00 and/or \_\_\_\_\_ evening shifts during Chili Dinner and Parent/Teacher Conf.

**Estimated Scholastic Book Fair Points:** \_\_\_\_\_

**Athletic Concessions Chairperson (August - March 19'-20')**

**Boys Baseball Season/Jamboree Aug-Sept 2019**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (100 points)

**Girls' Basketball Season(Aug- Nov 2019) & 7th ICS Basketball Tournament Thurs. & Sat. in Sept.**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (200 points)

**Boys' Basketball Season, 6th Basketball Tournament & IESA games (Oct – Jan. & 6th Tournament if hosted)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (200 points)

**Volleyball Season (Dec. 19' – March 20') & 7th Volleyball Tournament (Sat. in February)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (200 points)

**Estimated Athletic Points:** \_\_\_\_\_

**Santa Breakfast (Dec. 8, 2019)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. Overseer of the event (200 points).

\_\_\_\_\_ Yes, I would like to be a committee member (100 points position) \_\_\_\_\_ Kitchen, \_\_\_\_\_ Photo

\_\_\_\_\_ Decoration \_\_\_\_\_ Ticket Sales \_\_\_\_\_ Vendor

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by ( ) selling tickets, ( ) working, and/or ( ) donation

\_\_\_\_\_ Number of shifts working (2 hour shifts) Availability Sat \_\_\_\_\_ Sun \_\_\_\_\_

\_\_\_\_\_ Donations:

Number or \$ amount you can offer \_\_\_\_\_ Bake sale item \_\_\_\_\_ Food \_\_\_\_\_ Monetary

**Estimated Santa Breakfast Points:** \_\_\_\_\_

**Magazine Subscription Sales (Jan-Mar '20)**

\_\_\_\_\_ Yes, I would like to be the Chairperson of this fundraiser. (175 points)

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by selling magazine subscriptions.

**Estimated Magazines Sales Points:** \_\_\_\_\_

**3 on 3 Basketball Tournament (March 7, 2020)**

\_\_\_\_\_ Yes, I would like to be the Event Chairperson of this fundraiser. (200 points)

\_\_\_\_\_ Yes, I would like to be the Concessions Chairperson of this fundraiser. (200 points)

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by working shifts or making donations

\_\_\_\_\_ Number of shifts working in the Concession Stand (2 hour shifts)

\_\_\_\_\_ All day shift working as a Court Monitor (8:30-5:30) = 150 points,

\_\_\_\_\_ All day shift working as a Court Monitor half day (8:30-12:30 or 12:30-5) = 75 points.

Donations: Number or \$ amount you can offer \_\_\_\_\_ Food \_\_\_\_\_ Monetary

**Estimated 3 on 3 Points:** \_\_\_\_\_

**Seranata Mexicana Dinner (Spring '20)**

\_\_\_\_\_ Yes, I would like to be a Co-Chairperson of this fundraiser (175 points per chair)

\_\_\_\_\_ Yes, I plan to participate in this fundraiser by ( ) selling tickets, ( ) working shifts, and/or ( ) donating food items.

\_\_\_\_\_ Number of shifts working the Dinner (2 hour shifts)

Donations: \_\_\_\_\_ bake sale item \_\_\_\_\_ food \_\_\_\_\_ Monetary

**Estimated Seranata Dinner Points:** \_\_\_\_\_

### Auction (Spring of 2020)

- Auction Chair - 300 points** The chair of this event oversees all aspects of the school auction. The auction chair meets regularly with assigned chairs and all committee members. The auction chair communicates regularly with the principal to ensure that the auction goals are met. The auction chair coordinates the meal with the caterer and meets with the Knights of Columbus bartender to order wine for the event. The auction chair meets with the auctioneer a week to ten days prior to the event to review the auction book and addendum. Auction meetings begin in mid August and end with the event April.
- Auction Raffle Chair – 100 points** The chair of this event keeps records of who requests and sells tickets. Works with the Auction chair on raffle booklet design.
- Auction Raffle Ticket Sales – 5 points each** Tickets will be available in December. Tickets are sold at \$20 each in packets of 5. The winner of the raffle will be announced at the Annual ICS Auction.  
How many tickets would you like \_\_\_\_\_ **Estimated Auction Raffle Points:** \_\_\_\_\_
- Class Project Chair - 100 points** The class project chair works with the chair of the auction and the assigned project coordinator to create an original class project that will be auctioned off at the auction.
- Classroom Project Coordinator: 50 points** Coordinator responsible for working with the classroom teacher in creating a project with the students in that class.
- Decoration Committee Members (shift work only)** The chair of the auction is the chair of this committee. Auction committee members who serve on this committee receive shift points for the time worked decorating for the event. This is done the beginning the day/night before the auction. Committee members must be available during this time. Points awarded based on a minimum of 2 hour shifts: 1st shift = 20 points, each additional hour = 10 points)
- Acquisition Chair (200 points) & Book Chair - (100 points)** The acquisitions chair is responsible for keeping track of all items that are donated to the auction. Monetary donations are deposited in a timely fashion and deposit slips are turned in to the school office. This chair works closely with the individual responsible for assembling the auction book. The acquisition chair updates acquisitions weekly and communicates regularly with all committee members to ensure the auction printing book deadline is met. The acquisition chair is responsible for securing banners for the auction. The acquisition chair is also responsible for the auction book and the addendum. Computer skills are essential. The book chair is responsible for creating a list and description of items to incorporate into the Auction Book.
- Invitation/Reservation Chair - 150 points** The invitation/reservation chair is responsible for the mailing of auction invitations and all reservations. Deposits are made in a timely fashion and deposit slips are turned in to the school office. The invitation/reservation chair keeps track of seating and oversees the number of meals in each category. They works with the chair of the auction to complete table assignments/signage and ensures that bidder packets are prepared and include a bidder's number/paddle, auction book & addendum, and drink ticket. The invitation/reservation chair secures teachers to greet auction guests and hand out the auction bidder packets the evening of the auction.
- Checkout Chair - 150 points** The checkout chair is responsible for keeping track of all the items purchased by individuals at the auction. Work is done during the evening of the auction. Computer skills are **essential**. Checkout chair must also be available on the Sunday following the auction during the 9 a.m. to noon pick up time.
- Auction Clerk - 75 points** The auction clerk is responsible for recording all purchases during the evening of the live auction. The clerk works closely with the Checkout Chair.
- Clean up (shift work only)** Sunday from 9:00 a.m. until finished to clean and take down decorations, pack and return items to school and store them in the auction storeroom. \_\_\_\_\_ 9:00 -11:00am  
\_\_\_\_\_ 11:00am – 1:00pm

**By signing this Fair Share Agreement, I understand that any points that I do not earn will be my responsibility at the value of a dollar per point at the end of the school year, May 31, 2020.**

**Signature** \_\_\_\_\_

***Return only this page only if you DO NOT WISH to participate in fundraising and plan on paying \$300 in full.***

**I do not plan on participating in the Fair Share Program. I will pay the \$300 by May 1st 2020.**

**I give permission for Immaculate Conception School to withdraw \$300 from my bank account on file at FACTS.**

**Date I wish ICS to Draw: \_\_\_\_\_**

**Print Name: \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date \_\_\_\_\_**