

PTO Fundraising Contract 2019 - 2020



The **PTO 2019-2020 fundraising** commitment to the school is approximately \$110,000. PTO offers these two options for parents to complete their PTO fundraising obligations. The PTO fundraising year begins May 1, 2019 and ends April 30, 2020. Please choose one of the options.

Family _____

_____ **Option 1: ALL IN!**

We choose to participate in the school fundraisers. We will:

- raise \$340 net to the school by participating in PTO fundraisers (magazine drive, gift card sales and auction purchases).
- procure or donate items valued at \$175 for the annual auction per the auction guidelines.
- donate home baked goods worth \$20 or more to the Holiday Craft Fair.
- complete our volunteer hours and pay PTO membership dues.

_____ **Option 2: BUY OUT!**

We choose to opt out of the PTO fundraisers and will submit a check for \$875 on or before the first day of school. We understand:

- this amount represents our full PTO fundraising commitment.
- we can choose to participate in any school fundraiser at our discretion.
- **we will complete our volunteer hours and pay PTO membership dues.**
- the Buy Out amount will be billed through FACTS in October 2019 if the amount is not received by the first day of school.

PTO Membership dues will be \$45.00 per family. This amount will be billed through FACTS in October 2019.

Any unpaid PTO fundraising obligations, volunteer hours, or membership dues for the year will be billed through FACTS in May 2020. PTO will provide compliance statements twice per year so families can keep track of their fundraising and volunteer hour commitments.

We understand we are responsible:

- (1) to complete PTO volunteer hours and we will indicate our choices on the PTO Volunteer Survey.
- (2) for payment of the annual PTO membership dues.
- (3) to assume the full financial commitment of \$875 in the event the annual school auction and/or craft fair are not held. Auction, gift cards, and craft fair may be cancelled if PTO does not have sufficient parent volunteers to chair the events.
- (4) to contribute to the Fund for St. Brendan (Annual School Appeal)

If we experience difficulty fulfilling this contract by the April 30th, 2020 deadline, we will communicate in a timely manner with the PTO Co-presidents and the Principal.

Parent/Guardian _____

Parent/Guardian _____

Fundraising Guidelines for St. Brendan Catholic School 2019-2020 PTO Fundraising Contract

Option 1 Components \$875	Total Family Commitment
(\$90)	Less Craft Fair Credit received for each family
(\$175)	Less Auction procurement donation required from each family
(\$270)	Less Auction Credit received for each family
\$340	Remaining family commitment

The Craft Fair and Auction credits assume that a holiday craft fair and auction will be held. If these events are not held due to a lack of parent volunteers, each family will assume the full \$875 financial commitment. 2019-2020 Fundraisers only include participating in the auction, gift cards, and the magazine drive which result in a **net** to the school of \$340. Any fundraiser may be cancelled if PTO does not have sufficient parent volunteers.

• **Auction** – Per the PTO agreement, each family choosing option 1 is required to procure or donate items valued at \$175 for the auction.

• **Auction Donations**

o Minimum item value is \$50.00. If a family chooses to donate an item with less than a \$50.00 value, it must be included as part of a pre-planned basket or bundle and needs to be communicated on the auction donation form.

o The auction chair must approve Services donated. Approval will be based on history of like services sold at the auction.

• **Auction Participation**

o Procure above \$175.00: Proceeds above the \$175.00 initial sales up to the stated value of the item will count toward family's fundraising commitment.

o Spending: Amount spent on qualified items at the auction (see exclusions below) goes directly toward the family's fundraising obligation.

• **Auction Exclusions** – The following items are not included as auction spending: Fund a Need, Raffle, and Ticket price and drinks (including staff ticket donations).

• **Craft Fair** – Per the parent PTO agreement, each family choosing option 1 is required to donate home-baked goods worth \$20.00.

• **Gift Cards** – Participation in the Gift Card program by you or non-school families associated with you (i.e. friends, grandparents, etc.) will count toward your commitment. It is your responsibility to notify the gift card chair of any family ties.

• **Tracking** – Tracking will be from May 1st – April 30th each year. All fundraising dollars raised after May 1st will be counted toward the following school years fundraising commitments.

• **Compliance Statements** – PTO will provide tracking by fundraiser to each family twice per year so families can easily keep track of their obligation status.

• **The Fund for St. Brendan (Annual School Appeal)** is not included in the above plan.

• **Grade Specific and other fundraisers** do not count toward your fundraising commitment. Examples of grade specific and other fundraisers are 8th grade Poinsettia Sale, Fun Run, Carnival, etc.

Option 2 Components

The PTO Treasurer will disburse the \$875 as follows:

- \$175.00 to the Auction Chair
- \$20.00 to the Craft Fair account
- \$680 to PTO checking account