

ST JOSEPH ACADEMY HOME SCHOOL ASSOCIATION 2020-2021 SCHOOL YEAR

January 23, 2020

As we mentioned in early January, the Home School Association Agreement forms would be sent home toward the end of January. Enclosed are the forms needed to fulfill your Home School Association Agreement for the 2020-2021 school year. Forms must be returned by Wednesday, February 12, 2020:

- Home School Association Volunteer Agreement
- Opt Out Form if you wish to pay an additional fee instead of volunteering at one HSA event.

OPERATING FEES

Families are required to pay an Operating Fee which assists with fundraising expenses and keeping tuition costs lower compared to other Catholic Schools within surrounding towns. The Operating Fee will automatically be applied to your FACTS account and paid based on your FACTS payment plan. Operating Fee amounts are:

- Pre-K 3 and Pre-K 4 Families - \$175
- Kindergarten through 8th Grade - \$375

FUNDRAISING EVENT VOLUNTEER FORM

Families are required to volunteer for at least one of our HSA Fundraising events. A parent can volunteer by being a chairperson (coordinator) or a worker at an event. Chairpersons will receive the "full" Operating Fee credit and workers will receive a credit of \$50. Credits will be applied to their FACTS account upon completion of the event. If a volunteer (chairperson or worker) does not show up for the event they are assigned and are not able to work another event, they will be required to pay the Opt Out Fee. To volunteer or chair an event, be sure to fill out the Volunteer Form attached and return to Alessandra Abueg. Assignments are based on first come, first serve so be sure to send in your form to get the event of your choice.

OPT OUT OPTION

If a family chooses to NOT volunteer for an HSA Fundraising event, they are required to pay an Opt Out fee by May 15, 2020. The Opt Out Fee is an additional fee besides the Operating Expense Fee. Opt Out Fee amounts are:

- Pre-K 3 and Pre-K 4 Families - \$150
- Kindergarten through 8th Grade - \$250

If you would like to Opt Out, please complete the Opt Out Form by Thursday, February 13th. Opt Out fees are to be paid by check and made payable to St Joseph Academy HSA. If the Opt Out fee is not paid by May 15, 2020, the amount will be applied to the 2020-2021 FACTS account.

Please be sure to contact any of the HSA Executive Board members with questions or concerns.

Sincerely,

Natalie Bergamini, President
Alessandra Abueg, Vice President
Evelyn Blackwell, Secretary

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ST. JOSEPH ACADEMY
HOME SCHOOL ASSOCIATION SPONSORED EVENTS
2020 – 2021 EVENT DESCRIPTIONS

PLEASE NOTE: ANY EVENT THAT IS MARKED WITH AN ASTERISK (*) WILL REQUIRE PARTICIPATANTS TO HAVE THE PROTECTING GOD'S CHILDREN PROGRAM COMPLETED PRIOR TO EVENT.

1. PIZZA COORDINATOR (YEAR-ROUND)

Pizza Lunch is an important fundraising program for each grade and helps to defer cost of class trips. Fresh hot pizza lunches are scheduled on Fridays throughout the school year, with the exception of half days or scheduled holidays. Pizza, water, and cookies can be ordered via bulk order two to three times a year through the Pizza Coordinator. Each pizza lunch is scheduled by grade and sponsored by the class parents responsible for serving pizza during the lunch periods.

CHAIRPERSON (1)

Responsible for coordinating scheduled pizza lunch for each grade; including creating pizza lunch schedule, sending out order forms, collecting money and submitting to the SJA Business Manager for deposit, creating list of orders by class, ordering pizza, buying bottled water, and coordinating with class parents of sponsoring grade to serve the pizza. The Pizza Coordinator will work with SJA Business Manager to keep accurate financial records, ensure receipts are collected and monies reimbursed to the sponsoring class parents.

2. HALLOWEEN FUN NIGHT (OCTOBER)

Halloween Fun Night is held on school /church grounds. The 8th grade fundraising event runs on the same night and serves food; in addition, they offer other non-competing activities like the Haunted House. This event is held on a Friday night and is open to St. Joseph Academy students/families only. Volunteering for this event is only open for Grades Pre-K 3 through 7th due to 8th Grade parents having their own fundraising event during the Halloween Fun Night event.

CHAIRPERSON (1)

Responsible for coordinating the event; including games, activities, prizes, and 50/50 game of chance (no smoke machines are allowed indoors due to fire safety rules). Chairperson is also responsible for set-up and clean-up, advertising, coordinating workers, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This position requires preparation at least one month in advance of event to make arrangements for the festivities. You must participate in set-up, clean-up and be present during the entire event.

WORKERS (11)

Responsibilities include running games, selling tickets, crowd control (front door, stairways, outside grounds if needed, etc.), and any additional tasks not listed; Specific responsibility to be assigned by chairperson. All workers must participate in set-up, clean-up and be present during the entire event.

3. POCKETBOOK BINGO FUNDRAISER (NOVEMBER)

Pocketbook Bingo is an adult-only fundraising event held in the gym. This event is typically held on a Friday night and is open to the public.

CHAIRPERSON (1)

Responsible for coordinating the event; including soliciting donations for the bingo games and tricky tray prizes, 50/50 game of chance, set-up and clean-up, advertising, coordinating workers, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This position requires preparation months prior to the event to solicit prizes. You must participate in set-up, clean-up and be present during the entire event.

WORKERS (UP TO 10)

Responsibilities include selling tickets, bingo caller and verifier, runners, transporters, and any additional tasks not listed; Specific responsibility to be assigned by chairperson. All workers must participate in set-up, clean-up and be present during the entire event.

4. BARNES & NOBLE GIFT WRAP & BOOK FUNDRAISER (DECEMBER)

This fundraising event takes place at Barnes & Noble in the Riverside Square Mall and is held all day on a Saturday. There is also an online component to help aid us in our sales efforts and a percentage of the sales benefit the school. This event is open to the public. We encourage everyone to invite friends and family to enjoy the festivities: scavenger hunt, gift wrapping, student art exhibit, student carolers and guest readers for Storytime.

CHAIRPERSON (1)

Responsible for coordinating the event; including setting date with store, set-up and clean-up, advertising, coordinating workers for all activities, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This position requires preparation a few weeks in advance to secure contract as well as festivities. You must participate in set-up, clean-up and be present during the entire event.

WORKERS (UP TO 8)

Responsibilities include greet guests, gift wrapping, assist with carolers and advertising; Specific responsibility to be assigned by chairperson. Workers must be available to attend event on the Saturday scheduled and are required to each work at least 4 hours.

5. BREAKFAST WITH SANTA* (DECEMBER)

Breakfast with Santa is an indoor event held in the gym on a Sunday morning. The event provides an opportunity to gather with other families in the school, enjoy a complete breakfast and a visit from Santa. Santa's Secret Workshop is also open to give the children an opportunity to shop for gifts for their loved ones. This event requires both kitchen and coordinating teams to work together on the logistics of the breakfast for our guests upstairs and the preparation of the meals to ensure the event runs smoothly. Preparation for this event should begin three months ahead of scheduled event due to soliciting of donations.

KITCHEN CHAIRS (2)

Responsible for coordinating kitchen efforts for the event; including soliciting donations for breakfast items, inventory list for remaining food items needed (including items for serving in dining area), food shopping, food line, cooking, set-up and clean-up, coordinating workers, 50/50 game of chance, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This position requires early morning hours until event is over. You must participate in set-up, clean-up and be present during the entire event.

KITCHEN WORKERS (5)

Responsibilities include cooking, shopping, brewing coffee, tea, replenishing food on the food line in the gym, set-up, clean-up, and any additional tasks not listed; Specific responsibility to be assigned by chairperson. All workers must participate in set-up, clean-up and be present during the entire event. This event involves volunteering on Saturday and Sunday.

COORDINATING CHAIRPERSON (2)

Responsible for coordinating dining area efforts for the event; including ticket sales, assigning and scheduling workers for event, organize seating chart, decorating dining area and set-up (prior day of the event) and clean-up, securing someone to play Santa Claus, working with school to get student volunteers to play Santa's Elves (in exchange for community service hours, grades 6 and 7 only), any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. Chairpersons must participate in set-up, clean-up and be present during the entire event. This event involves volunteering on Saturday and Sunday.

COORDINATING WORKERS (UP TO 12)

Responsibilities include greeting guests, decorating, shopping, advertising, door person, and any additional tasks not listed; Specific responsibility to be assigned by chairperson. All workers must participate in set up, clean up and be present for the entire event. This event involves volunteering on Saturday and Sunday.

6. SANTA'S SECRET WORKSHOP* (DECEMBER)

Santa's Secret Workshop is an indoor holiday shopping event for the children to give them an opportunity to browse and purchase inexpensive gifts for their loved ones and friends. This is a daytime event and participants must be available to work Saturday (set up), Sunday (during Breakfast with Santa event) and during school hours on Monday and Tuesday. The Workshop opens during Breakfast with Santa event on Sunday, and Monday and Tuesday (8:00 a.m. to 2:00 p.m.)

CHAIRPERSON (1)

Responsible for coordinating event; including working with outside company to set up a multi-day event; scheduling workers, keep track of inventory and daily sales, set-up, clean-up, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. You must be present during the entire event.

WORKERS (10)

Responsibilities include greeting guests, assisting children with selection of purchases, set-up and clean-up.

7. DECADES NIGHT / ADULT GATHERING (JANUARY)

Decades Night / Adult gathering is an indoor event held in the gym on a Friday or Saturday night. The event provides an opportunity for adults to have a nice, inexpensive night out with dinner, dancing, and congregate with others. This event will provide dinner and soft drinks and water.

KITCHEN CHAIRPERSON (1)

Responsible for coordinating kitchen efforts; including soliciting donations, inventory list for remaining food items needed (including items for serving in dining area), food line, set-up and clean-up, coordinating workers, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This event involves volunteering on Friday night or Saturday night. Chairperson must participate in set-up, clean-up and be present for entire event.

COORDINATING CHAIRPERSON (1)

Responsible for coordinating dining area efforts for the event; including ticket sales, assigning and scheduling workers for event, organize seating, decorating dining area, 50/50 game of chance, set-up and clean-up, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This event involves volunteering on a Friday night or Saturday night. (Chairperson must participate in set-up, clean-up and be present during the entire event.

KITCHEN AND COORDINATING WORKERS (6)

Responsibilities include greeting guests, check-in table, decorating, shopping, advertising, door person, brewing coffee, tea, replenishing food on the food line in the gym, set-up, clean-up and any additional tasks not listed; Specific responsibility to be assigned by chairperson. All workers must participate in set-up, clean-up and be present during the entire event.

8. SCHOLASTIC BOOK FAIR* (FEBRUARY)

Scholastic Book Fair is an indoor shopping event for the children to give them an opportunity to browse and purchase books and inexpensive gifts. This is a daytime event and participants must be available to set up, clean up and attend the event during school hours. The Book Fairs opens during school hours (8:00 a.m. to 2:00 p.m.) Days to be determined.

CHAIRPERSON (1)

Responsible for coordinating event; including working with outside company to set up a multi-day event; scheduling workers, keep track of inventory and daily sales, set-up, clean-up, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. Chairperson must participate in set-up, clean-up and be present during the entire event.

WORKERS (10)

Responsibilities include greeting students, assisting students with selection of purchases, set-up and clean-up.

9. FAMILY PASTA NIGHT/TALENT SHOW* (MARCH)

Family Pasta Night and Talent Show is an indoor event held in the gym on a Saturday night. The event provides an opportunity for families to have a nice, inexpensive night out with their children and congregate with others.

KITCHEN CHAIRPERSON (1)

Responsible for coordinating the kitchen efforts; including soliciting donations, inventory list for remaining food items needed (including items for serving in dining area), food line, set-up and clean-up, coordinating workers, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This event involves volunteering on Friday night (set up) and Saturday night (dinner, show and clean-up). Chairperson must participate in set-up, clean-up and be present during the entire event.

COORDINATING CHAIRPERSON (2)

Responsible for coordinating dining area efforts for the event; including ticket sales, assigning and scheduling workers for event, organize seating chart, decorating dining area, 50/50 game of chance, set-up and clean-up, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This event involves volunteering on Friday night (set up) and Saturday night (dinner, show and clean-up). Chairperson must participate in set-up, clean-up and be present during the entire event. Coordinating Chairpersons are responsible for holding one practice on Friday for all acts registered for the talent show. This practice will occur prior to the scheduled Friday set-up.

KITCHEN AND COORDINATING WORKERS (8)

Responsibilities include greeting guests, check-in table, decorating, shopping, advertising, door person, brewing coffee, tea, replenishing food on the food line in the gym, set-up, clean-up and any additional tasks not listed; Specific responsibility to be assigned by chairperson. All workers must participate in volunteering on Friday night (set up) and Saturday night (dinner, show and clean-up).

10. CLOTHING DRIVE COORDINATOR (SPRING)

Chairperson is responsible for coordinating the regularly scheduled clothing drive and other drives that come up as needed.

CHAIRPERSON (1)

Coordinating the clothing donation fundraising drive; including making necessary arrangements with appropriate company, advertising, coordinating workers, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. This event is held on school premises, typically on a Saturday from 8:00 a.m. to 1:00 p.m. Donations will be dropped at the specified location and a donation truck will pick up all of the items. This is a very physical position; loading heavy clothing bags into the truck.

WORKERS (5)

Responsibilities include unloading and loading bags of clothing donations from people's cars and into trucks, and any additional tasks not listed; Specific responsibility to be assigned by chairperson. Workers must be present during entire event.

11. BUNNY BASH – EASTER BREAKFAST* (MARCH-APRIL)

Bunny Bash Easter Breakfast is an indoor event. This event provides an opportunity to gather with other families at the school while enjoying breakfast and a visit from the Easter Bunny. This event may take place at school or offsite.

COORDINATING CHAIRPERSON (1)

Responsible for coordinating dining area efforts for the event; including ticket sales, assigning and scheduling workers for event, organize seating chart, decorating dining area, 50/50 game of chance, securing someone to play the Easter Bunny, and set-up and clean-up, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. Chairperson must participate in set-up, clean-up and be present during the entire event.

COORDINATING WORKERS (8)

Responsibilities include greeting guests, decorating, and any additional tasks not listed; Specific responsibility to be assigned by chairperson. Workers must participate in set-up, serving food to guests at tables (if off-site) clean-up, and be present during the entire event.

12. BOX TOPS, TUITION RAFFLE & NOMINATION COORDINATOR (YEAR-ROUND)

Chairperson is responsible for coordinating three different responsibilities during the school year:

CHAIRPERSON (1)

Box Tops: Advertising, collecting, and counting box tops for submission and redemption.

Tuition Raffle: Overseeing the raffle that gives one family the opportunity to win a portion of tuition for one child attending St Joseph Academy. Drawing will be held during Home School Meeting using faculty member to draw winner.

Nomination Coordinator: Overseeing the selection of nominated candidates and the election process, including distribution of nomination letter, biography of nominees, review of responses, and counting of ballots for the available position(s) on the Home School Executive Board. Chairperson must speak at the March and May Home School Association meetings. This position requires discretion and serving the best interest of St Joseph Academy and HSA Executive Board. There are separate Nomination Coordinator procedures. Anyone interested in serving as the nominating coordinator should not be interested in running for an HSA Executive Board position the following school year. Terms available for election during the 2020-2021 school year are: President and Secretary. Winners will be officers for the 2021-2022 & 2022-2023 school years.

13. TRICKY TRAY (APRIL/MAY)

Tricky Tray is an adult-only fundraising event held in the gym. This is our largest school fundraiser and requires many months of preparation. This event is typically held on a Friday night and is open to the public.

CHAIRPERSON (3)

Responsible for coordinating the event; including soliciting donations for tricky tray prizes and food, set-up and clean-up, advertising, coordinating workers, 50/50 game of chance, any additional tasks not listed, and adhering to the guidelines and procedures set by the HSA Executive Board. Chairpersons must participate in set-up, clean-up and be present during the entire event.

WORKERS (20)

Responsibilities include selling tickets, caller and verifier, runners, transporters, wrapping prizes, preparing the prizes for the event, and any additional tasks not listed; Specific responsibility to be assigned by chairpersons. All workers must participate in set-up, clean-up and be present during the entire event. Workers will be asked to assist with basket creations approximately three months prior to the event.

**ST JOSEPH ACADEMY
HOME SCHOOL ASSOCIATION PRE-K GRADE AGREEMENT
FOR THE 2020 – 2021 SCHOOL YEAR**

For the 2020 – 2021 School Year, I am agreeing to: (Please select one)

- Chair an event
 Volunteer to work an event
 Opt-out of volunteering and pay an additional \$150 which is an extra fee besides the standard \$175 SJA/HSA Operating Fee

CHAIRPERSON VOLUNTEER (List 2 Events)

If I selected to chair an event, I would like to chair: _____

If that event is not available, then I would like to chair:

VOLUNTEER / WORKER (List 4 Events in Order)

I have no preference (which event to work), please assign me where I am needed. If you have selected to volunteer to work an event, please choose up to 4 events and number them in preferred numerical order (1, 2, 3 and 4):

- | | |
|---|---|
| <input type="checkbox"/> Pizza Lunch Coordinator (Year-Round) | <input type="checkbox"/> Scholastic Book Fair* (February) |
| <input type="checkbox"/> Halloween Fun Night (October) | <input type="checkbox"/> Bunny Bash* (March/April) |
| <input type="checkbox"/> Pocketbook Bingo (November) | <input type="checkbox"/> Pasta Night/Talent Show* (March) |
| <input type="checkbox"/> Barnes and Noble (December) | <input type="checkbox"/> Tricky Tray (April/May) |
| <input type="checkbox"/> Breakfast with Santa* (December) | <input type="checkbox"/> Box Tops/Tuition/Nomination (Year-Round) |
| <input type="checkbox"/> Santa's Secret Workshop* (December) | <input type="checkbox"/> Clothing/Drives (Year-Round) |
| <input type="checkbox"/> Decades Night/Adult Night (January) | |

***MUST HAVE PROTECTING GOD'S CHILDREN PROGRAM COMPLETED**

OPT-OUT OF VOLUNTEERING OR CHAIRING

If you have selected to opt-out and not volunteer, you are required to pay a fee of \$150.

Please fill out fields below. Please print legibly.

PARENT NAME: _____

DATE: _____ **PHONE #** _____

PARENT SIGNATURE: _____

PARENT EMAIL: _____

CHILD/CHILDREN'S NAMES & GRADES (In September 2020)

NAME: _____ GRADE: _____

NAME: _____ GRADE: _____

NAME: _____ GRADE: _____

NAME: _____ GRADE: _____

ST. JOSEPH ACADEMY

HOME SCHOOL ASSOCIATION NON-PARTICIPATING TUITION PRE-K AGREEMENT FOR THE 2020 – 2021 SCHOOL YEAR

Please fill out and return if you are selecting to OPT OUT of Volunteering. In order to keep tuition low and fair to all, I agree to pay a lump sum, one-time OPT-OUT FEE of \$150 for not volunteering my time at one of the available HSA fundraising events. I agree to pay the \$150 opt-out fee by sending a check payable to St. Joseph Academy HSA no later than May 15th prior to the first tuition payment due in July for school year 2020-2021. I further agree that if payment is not received by May 15th, the lump sum total will be added to my FACTS account and subject to late fees. I understand that this is a legal document and my signature constitutes full agreement of all of the terms set forth herein.

By signing this agreement, I understand it does not excuse me from attending the scheduled Home School Association Meetings as required. I also understand that this non-participation fee is in addition to the HSA Operating Fee of \$175, which is payable in equal monthly payments through FACTS as per the Tuition Contract.

*Please fill out all required fields. Please print legibly.

Please fill out fields below. Please print legibly.

PARENT NAME: _____

DATE: _____ **PHONE #** _____

PARENT SIGNATURE: _____

PARENT EMAIL: _____

CHILD/CHILDREN'S NAMES & GRADES (In September 2020)

NAME: _____ GRADE: _____

NAME: _____ GRADE: _____

NAME: _____ GRADE: _____

Please note: Once completed, please return this form to the HSA Executive Board, attention of Alessandra Abueg, HSA Vice President, for review.