



We are so happy you have chosen to enroll your child in St. James School. The Parent-Teacher Club's purpose is to foster unity and understanding between the home and our school. There are many opportunities for you to get involved.

As parents with children at St. James, we have always felt our children are in a loving and safe environment. Dedication from our teachers is second to none. Take time to tour our school, including the computer lab and library, and see how dedicated we are to academic excellence.

In order to achieve these accomplishments, it is important to have fundraisers. This is where your assistance is greatly needed. The PTC has committed to raising at least \$20,000.00 this school year. Why raise \$20,000.00? These funds help keep tuition affordable for all families and it provides us the opportunity to purchase items/equipment that will improve our school. This can not be accomplished without the hard work of every family.

The PTC Requirements are as follows:

- \$20 PTC Dues per family per year payable at registration
- Each family is required to sell \$100.00 worth of raffle tickets for our spring raffle.
- Each family is required to participate in the Service Credit Program.

Service Credit Program:

PTC also requires each family to participate in a "Service Credit Program," which calls for each family to donate 20 service credits by helping with fundraisers, functions, or donating time at the school or school sponsored events. A family may OPT OUT of working service credits by paying a fee of \$400.00. This is completely separate from the required raffle. A list of PTC sponsored events is on the back of this letter. 1 hour work or \$20 in donation = 1 service credit. **Field trips and normal classroom activities are excluded.** Service credit requests will be reviewed on a case-by-case basis. Approval to allocate service credits must be obtained by the PTC officers and the School Principal.

These requirements are fundamental in assisting to meet the school budget. This opportunity allows the parents to become involved in the molding of their children and where they learn, as well as getting to know the parents of other children at St. James. This creates a family-like atmosphere that benefits the children even more.

PTC SPONSORED EVENTS

2011-2012

The events listed below are pending events for the 2011-2012 school year. They are listed as an outline for informational purposes only, and can be altered at the discretion of the Principal, PTC Officers or School Council.

Other school events not listed may not qualify for service credits. Service credit requests will be reviewed on a case-by-case basis. Approval to allocate service credits must be obtained by the PTC officers and the School Principal.

Spirit Day Kick Off Event

- ⊕ Help set up
- ⊕ Donate drinks
- ⊕ Donate food items
- ⊕ Help clean up

Workday Helpers

- ⊕ Help with maintaining campus grounds and buildings.

Parish Festival

- ⊕ Help set up
- ⊕ Work booths
- ⊕ Help clean up

County Fair

- ⊕ Help set up
- ⊕ Work shifts in booth
- ⊕ Help clean up

Casino Night

- ⊕ Runners for picking up auction items
- ⊕ Help set up & decorate
- ⊕ Donate auction items
- ⊕ Solicit auction items and table sponsors
- ⊕ Sell tickets
- ⊕ Help during event
- ⊕ Help clean up

Catholic Life Raffle

- ⊕ Sell tickets

Christmas Program

- ⊕ Help load and transport props to TLU
- ⊕ Set up & decorate
- ⊕ Usher
- ⊕ Clean up & return props to school

PSIA

- ⊕ Coach various events
- ⊕ Act as grader or judge during events
- ⊕ Donate food/drinks
- ⊕ Work hospitality & Concessions
- ⊕ Work as hall monitors, playground monitor or crossing guard

Spring Picnic

- ⊕ Help set up
- ⊕ Sell raffle tickets
- ⊕ Work booths
- ⊕ Help clean up

Dinner Theatre

- ⊕ Help set up
- ⊕ Work the door
- ⊕ Help clean up

Teacher Appreciation Week

- ⊕ Bake deserts
- ⊕ Supervise students

5K Graduation

- ⊕ Set up & decorate
- ⊕ Serve cake & punch
- ⊕ Help clean up

8th Grade Graduation

- ⊕ Help set up
- ⊕ Cook & Serve Dinner
- ⊕ Help clean up

Volunteer Services

- ⊕ Library, School Store, Classrooms, Sporting Events

The above services must have prior approval of the school principal. All volunteer services must be on a regular basis to obtain service credits.