

New PIP Program (Effective 3/1/08)

The parent service program in the school handbook reads as follows:

The purpose of this program is to provide an opportunity for school parents to be actively involved in their child's education, to offset the deficit between tuition collected and the actual cost of operating the school, and to give parents flexibility in choosing their service activities.

To maintain a program that benefits parents, children, and the school administration, guidelines need to be set so parents, staff, and PPG all understand the expectations we have with one another. Listed below are guidelines for the new PIP program:

1. ***A minimum of 40 service points is required from each family for each PIP year which runs from March 1 – February 28. Preschool families will be required to complete 20 service points.***
2. ***At least half of the required points (20 for K-8 families; 10 for Preschool only families) must come from fund-raising events.*** (Ex: a 5th grade dad coaches the JV boys' basketball team & earns 30 points. They will still be required to fulfill 20 points from fund-raising events). These events, which generate money for the school, include, but are not limited to the following:
 - a. PPF Dinner & Auction
 - b. Annual Crab Feed
 - c. Scrip
 - d. Basketball Tournaments
 - e. Annual Golf Tournament
 - f. Arco Concession Stand – Booster Club
 - g. Sallie Foster Sales
 - h. Entertainment Book Sales
 - i. Ladies Table-Setting Luncheon

It is important that families support the school's fund-raising events since they are so critical to the financial success of the school. Though parents often support their child's class/team through classroom assistance and coaching, it is equally important to support the fund-raising events.

3. ***Standardization of Points.*** To eliminate the tendency to equate points earned with "time spent" on an event/project/position, points should be awarded on the basis of responsibility, hours spent, size of the event/project, and financial impact to the school. This is a list of some of the positions that have been standardized:

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| • Athletic Coaches | 30 pts (Limit of 3 coaches per team) |
| • Little Dribblers Coaches | 30 pts (Limit of 3 coaches per team) |
| • Scrip Sales (Weekend) | 15 pts |
| • Event Ticket Sales (Weekend) | 10 pts |
| • Room Representatives | 30 pts (or split points if more than 1) |
| • Community Service Lead/class | 10 pts |
| • Art Docents | 5 pts |
| • Arco Concession Stand | 10 pts per event |

- Chairs/Co-Chairs for most events 40 pts
 - Scrip, Crab Feed, & PPF Chair and Co-Chairs 100 pts (largest fund-raisers)
 - Lead Positions 10 points
 - Coordinator/Manager Positions 20 points
 - Event positions by shift (i.e. set up) Based on hours worked
 - Clean Up (must stay entire shift) Double points
 - Field Trips:
 1. ½ day/in town 5 pts
 2. Full Day or out of town 10 pts
 3. Overnight (1) 15 pts
 4. Overnight (2 or more) 20 pts
 - Year round parish ministries 40 points (e.g. St Vincent DePaul, rectory assistance, altar serving coordinators, choir/music participation, Bereavement program)
 - Board positions (School/Parish) 100 points for President/Chairs for PPG, CSAC, & Parish Council; 60 points for Booster president & PPG Treasurer; 40 points for all others
 - Class/Office/School Volunteer 1 pt/hour spent
 - Other To be discussed with PIP Coordinators with final approval from the school principal.
4. **Raffle.** Each year, families who have exceeded their minimum requirements will be eligible to participate in a raffle to win front row seats at the Christmas Program. For every 10 points over their requirement, a raffle ticket will be entered for their family. The raffle will be drawn prior to Thanksgiving break based on the prior PIP year results.
5. **Record-Keeping**
- The attached form should be used by each family. This form will be available on the school website and in the school office. Families will be responsible for listing all their volunteer events & obtaining proper approval on this form. The form should be brought to the events you volunteer for so you can obtain the proper signature at that time. ***It is highly recommended that families keep a copy of their forms in case of discrepancies, etc.*** Families should keep this form and submit it to the office with the appropriate approval signatures on the following dates:
 - **September 1** (reflects service points earned from March 1 – August 31)
 - **December 1** (reflects service points earned from September 1 – November 30)
 - **February 1** (reflects service points earned from December 1 – January 31)
 - **March 1** (reflects service points earned from February – February 28). ***February 28 is the deadline to complete your required service points.***

Periodically submitting these forms will assist the PIP Chairs & the Principal in determining where each family is at throughout the year & who to contact for events that still need volunteers.

- Making this minor change will have the following effect:
 1. This places the responsibility on families to keep track of their points.
 2. Reduces printing expenses.
 3. This form can be available on line for families to print at any time.
 4. Reduces admin time and PIP status is current.
- The PIP coordinators will tally and create a report for the Principal and Administration for their use in determining whether families have met their requirements at the end of the PIP year (Feb/Mar).

6. ***Commitment Forms***

At registration, families will be required to fill out a commitment form for at least 20 points from these fund-raising events. Sign-up sheets for these events will be available for families to sign up on a first come first serve basis. After sign-ups, they will be available on line so that families can check to see which events they signed up for. Each family is responsible for working these events they commit to or find a replacement.

7. ***Non-Participating Families***

- Families who do NOT fulfill these requirements will be required to register as non-participating, pay the Non-participation Registration Fee the following year and will NOT be permitted to return to the participating status until they have a proven track record of participation.
- Families that cannot or choose not to participate in fundraising/volunteering may, as an alternative, pay an additional fee at registration.