

Welcome to the SAS Fundraising and Events Handbook.

Please use this document to reference our schedule, policies, and general guidelines for fundraising and events at SAS. If you have questions, please contact our office.

SAS Events:

- **SAS Back to School Bash:** BBQ themed event to celebrate the beginning of a new school year.
Opportunity to bring in school supplies, visit new classrooms and teachers, and become familiar with the school building.
Primary Goal: Exposure and Community Building.
Planning begins in May with the event taking place the prior to the first day of school in August or September.
- **Archangel Amble:** 1K Fun Run and 5K Race benefiting the Middle School specifically.
Primary Goal: Fundraiser for Middle School. Secondary Goal: Community Builder.
Planning begins in May with the event taking place in September.
- **Butter Braid Sales:** Students and families have the option to sell Butter Braid and Puff Pastries. Sales/orders typically begin in the fall and runs for three weeks. Distribution to families happens approximately one month after sales begin. Families are responsible for delivering purchases to those whom they sold items.
Primary Goal: Fundraiser.
Sales begin in October with distribution in November
Each Butter Braid etc. sold \$5.00 is applied
- **Joy Breakfast:** This is a formal breakfast event hosted and benefitting the St. Anthony School Foundation. Each year a new honoree is chosen. Families typically volunteer to set an 8-person table, including tableware, center pieces, etc.
Primary Goal: Acknowledgment of an impactful school/Foundation donor/supporter
Secondary Goal: Fundraiser for the Foundation's long-term financial endowments.
The foundation office handles planning of this event with parents volunteering the day prior to the event and for clean-up.

- **Fall Book Fair:** Week-long book fair set up in our school library.

Primary Goal: Fundraiser specifically for our library needs.

Secondary Goal: Opportunity for school students to further their excitement for reading.

Set up takes place several days prior to the event, with clean-up taking place the last day of the event.

- **Vacation Cash Giveaway:** Raffle lasting 12 months - calendar year January through December. One drawing each month. Entries are good for each drawing. Winners include vacations and cash, depending on the month of the drawing. SAS families can purchase tickets or sell tickets to others. Ticket sales typically begin in November with drawings beginning for each new calendar year in January. Winners are picked the last day of each month.

Primary Goal: Fundraiser

Tickets are \$100 each, and 100% of this amount is credit to family fundraising. Families are required to sell at least 2 VCG tickets as per each family contract.

- **Craft Fair:** Opportunity for vendors to come into our school and sell wares, as well as an opportunity for our SAS families and community members to shop local prior to the Christmas holidays.

Primary Goal: Fundraiser Secondary Goal: School Exposure, Community Builder

Committee chair persons set planning schedule (generally begins in October) with set up and clean up happening directly prior to and after the event.

- **Spell-a-thon:** Each student is given an age and skill appropriate spelling list. Sponsors have an opportunity to encourage students with general or specific per-word financial incentives, with donations going to SAS general funds.

Primary Goal: Fundraiser

Secondary Goal: Academic Achievement Celebration, School Community Builder

Committee chair persons set planning schedule (generally begins in December) with day-of assistance happening directly prior to and after the event, scheduled for January.

100% of pledges turned into the school go toward family fundraising.

- **Catholic Schools Week:** Week-long celebration of Catholic education, including a series of events for students and families.

Primary Goal: Celebration of Catholic Education.

Secondary Goal: Community Builder, Service Projects

Planning generally begins in January with school staff and teachers. Events take place the first week of February.

- **Partners in Education (PIE):** SAS's primary fundraiser event. This is a formal, adult-only evening of cocktails, dinner, and a live and silent auction. SAS families are required to provide items for our silent auction and are encouraged (but not required) to purchase tickets and attend the event. A portion of ticket cost can be applied to family fundraising.

Primary Goal: Fundraiser. Secondary Goal: Community Builder, School Exposure

Planning generally begins in October with monthly meetings, changing to weekly meetings in January or February based on subcommittee. Event takes place in March. This is the most time consuming event hosted by the school, which also requires a substantial amount of help for setup and clean up.

- **Student Art Show:** End of year art show, showcasing student work from throughout the year.

Primary Goal: Student Showcase. Secondary Goal: School Exposure, Community Builder

Mrs. Sundell generally needs assistance with set up and clean up happening directly prior to and after the event.

- **Middle School Dance:** Middle School event for students. An evening of fun games and dancing.

Primary Goal: Middle School Community Builder

Committee chair persons set planning schedule (generally begins in March) with set up and clean up happening directly prior to and after the event.

***Scrip Program:** While our Scrip program is not an event, it is an ongoing program administered through our office. Purchasers select from a list of gift cards, which they buy at face value. The organizations/businesses have agreed to donate a percentage of the dollar amount back to our school. For example, a purchaser buys a \$100 gift card to Albertsons grocery store. 4% of that \$100 is given to the school. Percentages vary from business to business. Many local groups, like Eggingtons and Wyo Movie Palaces, gift larger percentages, in this case, 20% and 18% respectively. Orders for scrip gift cards can be done in the office or by emailing Mrs. Havens at lisa.havens@sascasper.com or by fax to 307-235-4986.

Primary Goal: Fundraiser.

Stewardship Hours

Every SAS family is required as per the school/parent contract to complete stewardship (volunteer) service hours. The purpose of this is dual. First, parent volunteers help to diminish costs. By providing helping hands to assist with work that would otherwise be billable hours to the school, volunteers help us cut tuition costs. Second, our volunteers foster an important atmosphere of community and fellowship, which reinforces our commitment to focus on Christian services as a part of our three-tenet mission (faith, knowledge, service).

Preschool families must serve a minimum of ten hours in service to the school per school year. Kindergarten through eighth grade families must serve a minimum of twenty hours in service to the school per school year.

There are a number of ways to complete stewardship hours. One of the most common being volunteer service in the form of time spent as committee members for our SAS events. Stewardship hours may also be fulfilled with time spent in the classroom, in the office, and in other areas of the school volunteering. Take home volunteering is also an option. Some teachers and administrators will occasionally have needs, which can be completed in your home i.e. cutting, crafting, organizing, laundry (i.e. chair covers, table clothes), etc.