

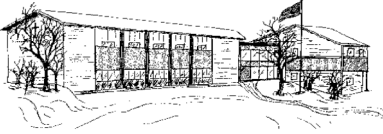
St. Andrew School Newsletter

October 17, 2017

P.O. Box 231 Helena, Montana 59624 1900 Flowerree Street Helena, Montana 59601

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www.standrewschool.org



Looking Ahead:

| | |
|-----------|--|
| Oct. 18 | School Store- |
| Oct 19-20 | Teachers' Professional Days, NO SCHOOL |
| Oct 31 | End of First Quarter |
| Oct 31 | Fall Festival, 1-3pm |
| Nov 1 | Late start 8:15, All Saints Day |
| Nov 8 | Half day, 11:35 release, Teachers' meetings |
| Nov 16 | Picture retakes |
| Nov 21 | K-1 Bowl of Thanksgiving |
| Nov 21 | Adoption Day at the Capitol |
| Nov 22-24 | Thanksgiving Break – NO SCHOOL |



Homework Club- Grades 4-10, Monday – Thursday after school until 4:15 in the Art Room.

Cathedral Children's Choir- Grades 1-7 will meet on Tuesdays from 3:15-4:15 pm in the 7th grade Classroom. Come join us!

October 18: First School Store Sale

The school store will be open each Wednesday at lunch in the upstairs foyer. Students will be able to purchase snacks and drinks. The store will be sponsored by the Service Club and proceeds will go to various service projects.

Expected School-wide Learning Results

St. Andrew students are: **VERO-** Virtuous Citizens **E**nthusiastic Catholics **R**esourceful Learners **O**pen Witnesses

PLEASE REMEMBER THAT YOUR DONATION TO ST. ANDREW SCHOOL IS TAX DEDUCTIBLE.

October 25: Candy Sale Begins

Our annual candy sale will begin on October 25 and run to November 15. This year we will be selling Martinsons Ranch Chocolates. Martinsons produces high quality chocolate here in our own state of Montana. Boxes of these mouth-watering delicacies are moderately priced and make wonderful Christmas gifts! **Order forms will be sent home as soon as they arrive.**

Prizes: 1st place - \$100 cash 2nd place - \$50 cash 3rd place - \$25 cash

Also: One class each in K-3, 4-7, and 8-12 with the highest participation rate (most number of students who sold candy) can choose between a free dress day OR a movie and popcorn in class as their prize

Each student who sells at least 1 box of candy will receive a chocolate gold coin.

If our school goal of \$10,000 is achieved there will be a free dress day for the whole school. Date: TBA

Thank you for helping to make this year's candy sale the best yet!

Saints Day Programs K and 1st

1st Grade: October 30th- 2:15 pm

Kindergarten: November 1st- 2:15 pm

TACO JOHN's Fundraiser

Last week we were given the wrong TACO JOHN'S location for our fundraiser. For this reason, the company will schedule us for a second date (TBA). We want to thank all of those who showed up and made an effort to participate. We will get credit for your purchases. Also, we would like to pass on apologies from the company for their error.

High School Service Club

The Service Club will meet once a month at lunch to organize various service activities. (Meeting dates will be announced). Students will organize and raise money for various service projects such as Box of Joy and Food Share Collection. They will also contact organizations in town to offer their assistance when needed. ALL HIGH SCHOOL STUDENTS are invited and encouraged to be a part of this club!

Sports

| Junior High Boys Basketball | |
|---------------------------------|-------|
| Practices | Games |
| Wednesday, Oct 18, 3:30-4:30 | TBA |
| Tuesday, Oct 24, 3:30-4:30 | |
| Thursday, Oct 26, 3:30-4:30 | |
| Monday, Oct 30, 3:30-4:30 w/ HS | |

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| High School Girls Basketball | |
|---|-------|
| Practices | Games |
| REMAINDER OF OCTOBER, Tuesdays and Thursdays, 5:30-7:30 | TBA |

| High School Boys Basketball | |
|---|-------|
| Practices | Games |
| OCTOBER, Mondays and Fridays, 3:15-4:45 | TBA |

Congratulations to the junior high girls volleyball team on a successful season. They won every game! Hurray!

Tennis Anyone?

St. Andrew has the opportunity to form junior high and high school tennis teams. Mr. Tom Banks from the Last Chance Tennis Center and Ethan Melton (high school junior) will be leading this effort. Lessons will be offered this fall for those who are interested in honing their skills in preparation for competitions in the Spring against other students in the area.

Contact Ethan Melton if you are interested in being on a team. Mr. Banks is available for tennis lessons; contact him via email: ptbanks@juno.com or by phone: 439-6938. **Tennis lessons are also available for K-5 students.**

Tennis coaches are needed. Any parent interested in being a coach, please contact Ethan Melton at emanicemythwizard@gmail.com

St. Andrew Cross Country Team

St. Andrew will start a cross country team for students in grades 6-12. To begin, student athletes will join the Helena Vigilante Runners Cross Country and Track team which meets Oct 16-Nov 2, Monday through Thursday, from 5:15-6:30. Sites TBA.

Students will prepare for the Montana Cup in Billings and the Junior Olympic Championships in Bozeman. Parents will take their children to all events and practices.

Practices and Coaches are free. USATF membership (required) is \$20 and Meet registration is \$5-10 per event.

Every athlete must register online to participate. Register online at <http://vigilanterunning.org/our-events/youth-cross-country-and-track/>

Mrs. Lozano (7th grade teacher) will be the St. Andrew coach. A flier for sign-up will be sent home with students who express interest. For more information email Mrs. Lozano at slozano@standrewschool.org

A meeting for parents was held at Centennial Park Gazebo on Monday, October 16. If you missed this meeting please contact Mrs. Lozano.

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Emerald Isle Auction 2018



Procurement cards are ready for pick up: This is a huge job and is very important to the auction. Please help this committee with getting items/services procured so that we are not scrambling at the last minute. We all have a responsibility to help out on this committee. It is requested that each family procure at least 5 cards. If you had certain cards last year and would like them again this year, please come to the office right away to check them out. You may help by reaching out to family members, businesses/individuals who have donated in the past, or new businesses/individuals. The items and services donated by these generous entities help bring in money for the school when they are bid on at the auction.

If you are uncomfortable making this contact your services may be used to arrange pick up of items that have been procured. Please let me know if you would prefer to do this.

- Remember to check the book before contacting a business or individual about a donation. When picking up a card always write your name in the book as indicated. It is very embarrassing to contact someone requesting a donation when someone else has already been to visit, but did not mark the card out in the book.
- If you are unable to get to the school to check out the cards, please contact the secretary and ask her to check certain cards out in your name and hold them. Stay on the line to make sure those cards are not already checked out. Cards should be picked up within the week or they will be returned to the box.
- Here are some items to have with you when procuring: procurement card, procurement letter, calendar & pencil/pen. **Make notes on the card, including contact dates/times, pick-up date/time (if you are not given the item immediately), value of the donation, point of contact, donor's mailing address, phone number and item(s)/service(s) being donated.** All of this information is important to crediting the donor correctly and being able to send out a thank you card.
- Do not be discouraged if you have to call back several times and get passed to various people. They are busy people, too.

Sample Call Script: Hello, my name is _____. I am calling on behalf of St. Andrew School. (Thank you for your generous donation last year). We are holding our annual Emerald Isle Auction on February 24th, 2018. Would you be willing to donate an item or gift certificate or make a donation to our school?... Thank you for your support!

Should you have any questions, please feel free to contact me. Jenne Caudle 202-2391 or sassysolo@yahoo.com

Welcome back to another year at St. Andrew! It's time to start thinking about the Emerald Isle Auction scheduled for Feb. 24, 2018. This special night requires a lot of volunteer hours to make it work whether it be coordinating, cleaning, decorating, procuring auction items or even washing dishes. There are so many ways you and your student(s) may help make this night a success. In the coming weeks, the auction staff will be reaching out for assistance. In the meantime, I would like to provide some information to the new families who have joined us. The proceeds of this fundraiser go toward tuition as parents pay about 3/4 of the cost of educating the students. Some of the proceeds have gone towards special projects including playground equipment, online grading software, paving the parking lot, renting modulars, chairs for assemblies, desks, lockers and art supplies, etc. The school also offers financial aid for students whose families are not able to afford the tuition. Please remember that your donation to St. Andrew School is tax deductible.

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Corporate Sponsorship

Many of our Corporate Sponsors are parents or friends of parents. If you know of anyone who would like to advertise their business by being a Corporate Sponsor at St. Andrew, please give the office their names and we will send them a letter.

*** If you, or someone you know, has a time-share that will not be used, please consider donating it to the raffle this year (and get a tax break for it). Do you have access to accommodations at a great family get-away place? This would be a great auction item! Call the school office with the information 449-3201 Please feel free to contact me if you have questions regarding the auction. I may be reached at 202-2391 or sassysolo@yahoo.com. I look forward to working with all of you to help make this auction a success!

GOLD LEVEL - \$2,500

- Eight complimentary event tickets
- Individual gold level sponsorship banner (2'x3') displayed in St. Andrew School gym for one year
- Exclusive gold level corporate signage on all auction tables
- Full page color advertisement in Emerald Isle Auction Catalog
- Recognition on our web site for one year
- Corporate recognition in the annual St. Andrew benefactor's newsletter
- Acknowledgement in the Emerald Isle Auction slideshow presentation
- Verbal recognition during the Emerald Isle Auction

SILVER LEVEL - \$1,000

- Four complimentary event tickets
- Individual silver level sponsorship banner (1'x3') displayed in the St. Andrew School gym for one year
- Half page color advertisement in Emerald Isle Auction Catalog
- Recognition on our web site for one year
- Corporate recognition in the annual St. Andrew benefactor's newsletter
- Verbal recognition during the Emerald Isle Auction

BRONZE LEVEL- \$500

- Two complimentary event tickets
- Listed recognition on bronze level sponsorship banner displayed in the St. Andrew gym for one year
- Business card color advertisement in Emerald Isle Auction Catalog
- Recognition on our web site for one year
- Corporate recognition in the annual St. Andrew benefactor's newsletter
- Verbal recognition during the Emerald Isle Auction

Posters

Here is a great (and easy) way to earn PIP points outside of school.

We have our Emerald Isle Auction posters and fliers at the school office and they need to be distributed to local restaurants and businesses. Please stop by the office to pick them up. Keep track of your time delivering them and record that information on your PIP card.

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Committee Chairs Positions that still need to be filled

| Committee | Chair/Co-Chair | Name | Phone | Email |
|-------------------------------|----------------|------|-------|---------------------------------|
| Reservations/Registration | Chair | | | |
| Food | Co-Chair | | | |
| Mailing/Thank you | Co-Chair | | | |
| Set-Up | Co-Chair | | | |
| Clean-up/Put away items | Co-Chair | | | |
| Auction Night Support | Co-Chair | | | |
| Parking | Chair | | | |
| Seating | Chair | | | |
| Raffle Ticket Sales - Carroll | | | | Coordinating times with Carroll |

Below is a list of committees, an overview of the duties and a timeframe. Please look these over carefully as each family has a minimum of four PIP hours committed to the auction. This is your opportunity to ask questions and get your name down for your preferred duties. If you already signed up for a particular committee when you enrolled your child(ren), you will be contacted. All families should have their time commitment confirmed with the committee chair by the 31st of January for the help they would like to give.

| Committee | Description | TimeFrame |
|---------------------------|---|---|
| Reservations/Registration | Check in attendees and give them their materials for the evening | 4:00 - 9:00 the night of the auction |
| Food | Gather food items for auction night, deliver and pick up items from caterer. Work with the caterer and the bar on auction night. Organize high school students into servers, those bussing dishes, and those doing coat check. Getting appetizers and desserts trayed up and taken upstairs by servers. | 4:00 - 9:00 the night of the auction |
| Procurement | Procure donations from businesses/individuals by contacting those already on the list and making new contacts. Individuals are also needed to pick up items that have been procured and need to be brought to the school. PROCUREMENT CARDS ARE READY IN THE OFFICE NOW | Nov. - Jan. 31st This can be a little or a lot of work depending on how many people pitch in. |
| Publicity | Publish ads in local newspapers, work with students to do radio spots, assist with printing of posters for parents to distribute as well as save the date cards. | Oct. - Auction |
| Mailing/Thank you | Mail out thank you cards along with a tax receipt for donations. | Oct. - Auction |

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| | | |
|-------------------------|--|--|
| Decorating | Arrange place settings for tables, baskets for rolls, salad bowls and center pieces. Setup tables and chairs, iron table cloths. Decorate the gym and foyer. | Mon. prior to the auction - auction morning |
| Set-Up | Need several strong individuals that are able to lift chairs and tables into the gym. | Friday before auction & Sunday after auction |
| Clean-up/Put away items | Clean up the school and grounds on the weekend prior to the auction. Clean up the evening of the auction and the following day. | Weekend before auction, auction night, Sunday after auction |
| Inventory/Display | Inventory and data entry related to items procured. Tagging items for the auction. Creating baskets of items for display. Need several individuals to work the auction room once items start coming in. These people will also help manage dinner ticket sales that come in during auction office hours. | Nov. - Auction Looking for people to work shifts in the auction office. Training is provided. |
| Check-out | Input auction items and accept payments for items. | 4:00 - close auction night |
| Seating | Organize attendees as tables based on tables purchased or requests for who they would like to sit by | Feb. - Auction |
| Classroom Projects | Get teachers and classroom parents motivated in working on classroom projects. Provide ideas if needed. These need to be completed fairly early so that they may be advertised on the auction website sooner. | Nov. - Feb. |
| Auction Night Support | Multiple positions available. <u>Silent auction closers</u> - watch silent auctions as they close, mark the highest bidders on the sheet and get this information to the check out committee. <u>Live auction recorders</u> - sit by the auctioneer to write down item numbers, what the item sold for and the winning bidder number. <u>Runners</u> - take items from the silent auctions and bring them to the inventory room. They also transport items from the stage, to the auctioneer, then on to the inventory room. <u>Spotters</u> - need to be enthusiastic as they assist the auctioneer in seeing bidders throughout the room. <u>Raffle ticket sellers</u> - work 1 1/2 hour shifts selling raffle tickets at the entrance to the auction. There must be at least two people per shift. <u>Vatican Roulette Ticket Sellers</u> - Two people sell 100 tickets each in the first half hour to 45 minutes of the auction for a prize to be awarded later. <u>Audio/visual</u> - manages the presentations, photography and speakers. <u>Lighting</u> - Luminarias and large lights for the parking lot. | 4:00 - Close auction night |

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| | | |
|--|---|---------------------------|
| Security | Overseeing the safety of individuals and items the day and evening of the auction. | |
| Parking | Directing traffic and arranging parking so that individuals are not blocked in. | 4:00 - 7:00 auction night |
| Catalog-Sponsorship | Get the data organized for the printer and work with them to get the catalog ready for the auction | |
| Corporate Sponsors | Pick 20 new businesses to add as new contacts for the year. Contact businesses after sponsor letters have been sent out. Once a sponsorship has been picked up, work with the business to get their dinner tickets. | Nov. - Jan. 31st |
| Auction Website | Upload pictures and create a description for each item | Nov. - Auction |
| Pictures of Items for Website | Photograph items as they come in then get the pictures to the individual uploading to the auction website. | Nov. - Auction |
| Design Work for Signs and Auction Printing | Format corporate sponsor logos to display in the gym & in the catalog based on sponsorship amounts. Printing of catalog, dinner tickets, posters, raffle tickets, save the dates and various other printing needs. | Oct. - Feb. |

Our school needs ALL OF US to make the auction a success.

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