



Event and
Fundraising
Handbook
2023-2024

Welcome back to another exciting year at St. Andrew School!

We are excited to share our new Events and Fundraising Handbook with families this year. Our school calendar is packed with events, annual traditions, and activities, all mapped out for you within this handbook. Community and fellowship is a big part of the St. Andrew's experience. This year we have brought back many of our previous fundraisers, and have added a few new events, to bring community awareness to the school and all it stands for. Our focus this year is to again host events and fundraisers that bring our families together, and build that Griffin spirit.

As we endeavor to streamline our communications across all grades, please watch the weekly Communicator for more details on each of these events, and for opportunities to share your time with us by volunteering. If you have any questions in regards to the activities highlighted in this handbook, please contact us at events@standrewschool.org

The handbook is split into general fundraising information followed by a description of our events through the calendar year. Dates and finer details may change, which will be communicated to parents through the school newsletter.

We look forward to working together as a community this year.

In Christ,

Doug Tooke
Head of School

PARENT INVOLVEMENT PROGRAM (PIP)

The Parent Involvement Program provides supplemental support needed for a thriving school environment, as well as providing an opportunity for family involvement in the St. Andrew School community.

All families need 24 points. Four of these must be dedicated to helping with the auction which is the primary fundraiser for the school. PIP points are earned by volunteering your time to numerous school activities. One point = One hour

Any activities that directly benefit and are organized by St. Andrew School can be counted.

Most PTO volunteer activities can also be counted. Active involvement in any School Committee; Building improvement/renovation; Grounds upkeep/improvement; Parent classroom helper, Field trip driving, bringing items or food for events.

Other opportunities will be publicized in the weekly newsletters.

If your family commitment is not met then you will be billed at the end of the school year for **\$25.00 per point** left unfulfilled.

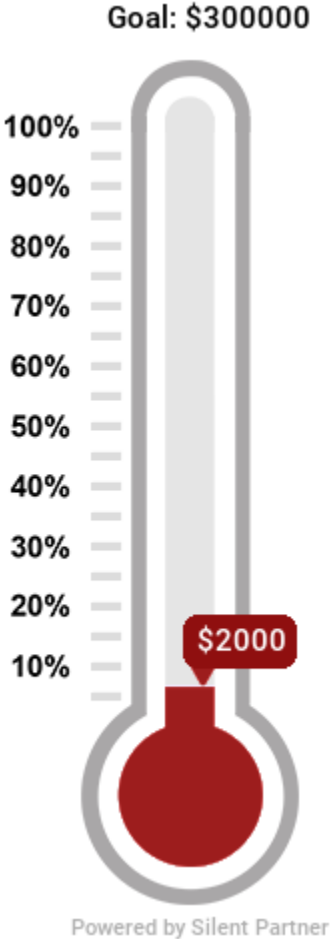
Throughout this document you will see the symbol which is for our **POSSIBLE PIP POINTS**. While these may change from time to time, this does give you an idea of the number of hours each of these tasks may offer (when volunteers are requested). 🙌 symbol is for the number of people that are usually required.

FUNDRAISING GOAL

The money raised through our fundraising efforts helps ensure a balanced budget for our school. Strong parental support of our fundraisers allows our school to function in a sound and prosperous manner. As a school community, we are committed to raising \$300,000 to help maintain and balance our school budget.

Our fundraising goal is divided into three parts. The first part comes from each individual family and their commitment to sell two booklets of annual auction tickets. The second part comes from the Auction Committee who are responsible for making our biggest fundraising event of the year a success. The third part comes from the Fundraising Committee and they are directly responsible for raising the additional funds to make up the complete fundraising goal for the year.






Keep an eye on our **Fundraising Barometer** on the parent portal to see how close we are to our goal. Everyone is welcome to help generate extra cash for our school!








ST ANDREW AUCTION




This is our biggest and most important fundraising event of the year. All families are required to dedicate *at least* 4 PIP hours to help with this event in some capacity. Our auction is a vital source of revenue that helps us maintain affordable tuition, offer scholarships, supplement teacher salaries - and so much more. This event takes place in February and takes a number of months of planning, marketing and involvement from our whole school community. There are many areas in need of volunteers before, during and after the event. Below is a list of committees, including an overview of the duties and the timeframe.




Committee	Description	Timeframe
Registration	Check in attendees and get them their materials for the evening. 🙋 7 People	4:00 - 9:00 the night of the auction
Food	Gather food items for auction night, deliver and pick up items from the caterer, or grocery store. Working with the caterer the night of the auction. Working with the bar on auction night. Assist students with getting appetizers and desserts trayed up and upstairs to circulate with the crowd. Help servers with keeping water filled and clearing plates. Get students downstairs cleaning the plates, bowls and silverware and placing it in the buckets. The night of the auction this committee has a lot of work. 🙋 10 People	4:00 - 9:00 the night of the auction
Procurement	Procure donations from businesses/individuals (contacting those already on the list and making new contacts. Individuals also needed to pick up procured items brought to the school 🙋 5-8 People	Nov. - Feb. 15th Work load dependent on number of volunteers

<p>Publicity</p>	<p>Publish ads in local newspapers, work on radio spots, assist with printing of posters for parents to distribute as well as save the date cards.</p> <p> 2 People</p>	<p>Oct. - Auction</p>
<p>Mailing/Thank you</p>	<p>Mail out thank you's along with a tax receipt for donations.</p> <p> 2 People</p>	<p>Oct. - Auction</p>
<p>Decorating</p>	<p>Arranging place settings for tables, baskets for rolls, salad bowls and centerpieces. Setup tables and chairs, iron tablecloths. Decorate the tables, gym and foyer.</p> <p> 4 People</p>	<p>Mon. prior to the auction - auction morning</p>
<p>Set-Up</p>	<p>Set up shelving, hang banners and ceiling decorations with scaffolding, set up the stage, get tables and chairs to the school and set up, plus tear all of this down after the auction. Work with the decorating committee and auction night support committee.</p> <p> 5 People</p>	<p>Two weeks prior to auction through Sunday after auction</p>
<p>Clean-up/Put away items</p>	<p>Clean up the school and grounds on the weekend prior to the auction. Clean up the evening of the auction and the following day.  10-15 People</p>	<p>Weekend before auction, auction night, Sunday after the auction</p>

Inventory/Display	<p>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/raffle ticket sales that come in during auction office hours.</p> <p> 3-5 People</p>	Nov. - Auction Looking for people to work shifts in the auction office. Training is provided.
Classroom Projects	<p>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.</p> <p> Everyclass needs a parent in charge</p>	Sept. - Feb.
Security	<p>Overseeing the safety of individuals and items the day and evening of the auction.</p> <p> 1 Person</p>	4:00 - Close auction night

Parking	<p>Directing traffic and arranging parking so that individuals are not blocked in.</p> <p> 4 People</p>	4:00 - 7:00 auction night
Auction Website	<p>Upload pictures and create a description for each item.</p> <p> 1 Person</p>	Nov. - Auction

<p>Pictures of Items for Website</p>	<p>Photograph items as they come in then get the pictures to the individuals. uploading to the auction website.</p> <p> 1 Person</p>	<p>Nov. - Auction</p>
<p>Design Work for Signs and Auction Printing</p>	<p>Format corporate sponsor logos to display in the gym & in the catalog based on sponsorship amounts. Designing and printing of catalog, dinner tickets, posters, raffle tickets, save the dates and various other printing needs.</p> <p> Auction Chair does this</p>	<p>Oct. - Feb.</p>
<p>Corporate Sponsors</p>	<p>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.</p> <p> 1 Person</p>	<p>Nov. - Jan. 31st</p>

<p>Auction Night Support</p>	<p>Multiple positions available. Silent auction closers - watch silent auctions as they close, mark the highest bidders on the sheet and get this information to the check out committee. Live auction recorders - sit by the auctioneer to write down item numbers, what the item sold for and the winning bidder number. Runners - 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. Spotters - need to be enthusiastic as they assist the auctioneer in seeing bidders throughout the room. Raffle ticket sellers - work 1 1/2 hour shifts selling raffle tickets at the entrance to the auction. There must be at least two people per shift. Vatican Roulette Ticket Sellers - Two people sell 100 tickets each in the first half hour to 45 minutes of the auction for a prize to be awarded later. Champagne pourers - two people pour and hand out champagne after attendees have checked their coats and received their bid numbers. Audio/visual - manages the presentations, photography and speakers. Lighting - Luminaries and large lights for the parking lot.</p> <p> 8-10 People</p>	<p>4:00 - Close auction night</p>
<p>Check-out</p>	<p>Input auction items and accept payments for items. This is part of the registration committee.  7 people</p>	<p>4:00 - close auction night</p>
<p>Seating</p>	<p>Organize attendees at tables based on tables purchased or requests for who they would like to sit by.</p> <p> 2 People</p>	<p>Feb. - Auction</p>

Candy Sales

Each October our students are given the opportunity to sell delicious *Martinson's Ranch Chocolates of Montana*. Families are given an order form and a few weeks to get their sales in.

St. Andrew School gets to keep approximately 40 percent of the gross sales. The auction chair will set a goal for the entire school and if we reach the amount sold, the entire school will get an ice cream party AND a free dress day! The money raised from these sales helps offset our yearly auction cost to put the event on.

- 1-2 hours for helping count, pack and deliver orders to classrooms.

Auction Raffle Tickets

Auction night includes a raffle draw, which is open to any adult that purchases a ticket. Attendance at the auction is not required to be in the draw. Each St. Andrew's family is given two booklets of these raffle tickets to sell, totalling 20 tickets (\$200). Unsold tickets may not be returned, and will be for your account. These are not tickets that include access to the event. These are sold separately.

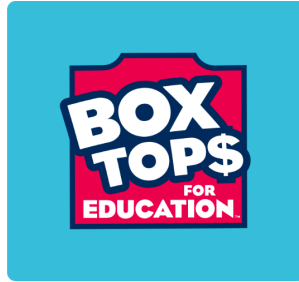
- 4 hours over the course of raffle selling period (times vary and can be flexible to your schedule)

Class Projects

Each class decides on a project that they would like to make that is then auctioned off on the night of the event. Typically these projects are something art/craft related and each student helps in its completion. We have had projects from quilts, tables, wooden shelves and more.

- 2-4 hours for assisting with class projects

Box Tops For Education



Earn for our school simply by doing your regular grocery shopping with HUNDREDS of products from brands you love. A quick scan with the Box Tops app will identify participating products and automatically credit your school's earnings online.

1. Download the Box Tops app and make every shopping trip count.



2. Select **St. Andrew School** as your school to receive credit

3. **Scan your receipts** every time you shop for groceries and the app will keep track of all eligible purchases.

RaiseRight (Scrip)



Also known as scrip fundraising, we raise money by using gift cards instead of cash or credit to pay for everyday purchases like groceries, gas, dining out, that morning coffee addiction, even your family's summer vacation. If you are an Amazon.com regular customer, why not pay for your orders with Amazon gift cards from RaiseRight?

Enjoy the convenience of three different options:

- Physical Gift Cards
- eGift Cards
- Reloaded money

St Andrew School Enrollment Code:

24FCE46A29369

For a more detailed look at Scrip and for step by step instructions, please see the Raise Scrip Program Handbook on the parent portal Or download the mobile app:



STUDENT GOVERNMENT

The St. Andrew School Student Government represents the interests of the students as a liaison between students and the school administration. Each class from 6th to 12th Grade has two dedicated representatives (Class Senators), who work under the student body president as members of the executive cabinet and as representatives of their academic classes. Their duties are similar to those of student body president, with the class representatives' focus narrowed to their particular classes. The SASG participates in fundraisers throughout the year. Examples include but are not limited to: high school and middle school dances, childcare during specific St. Andrew School events, and concession sales.

Here is your St. Andrew Student Government for 2023-2024:

6th Grade Class Senators: Addison Claridge, Emma Linton

7th Grade Class Senators: Elizabeth Fischer, Zielie Hallsten

8th Grade Class Senators: Ava Haden, Catherine Hopfensperger

9th Grade Class Senator: Mya Smith

10th Grade Class Senators: Jude Cherniawski, Caeden Olmes

11th Grade Class Senators: Quinn Casey, Maddie Olsen

12 Grade Class Senator: William Hopfensperger

Treasurer: Luke Cherniawski

Secretary: Kelly Quinn

Vice President: Mia Melton

President: Olivia Smith

MASS

St. Andrew School provides a classical education built on Catholic faith, academic excellence and community. In our school, faith isn't simply a part of the classroom, it is the foundation for everything. Faith integrated into all subjects is essential to the development of the whole person, and because of this what we offer our students includes regular attendance at Mass at the Cathedral.

We go to Mass not simply because it's an obligation. Rather, we attend Mass because it's our loving response to the God who has loved us first. It is an active choice of the will to give of our time, treasure, and talent – knowing full well it will never amount to the sacrifice endured by our Savior.

This is important because it gives students the opportunity to both more fully understand, in a pastoral setting, and participate in the Liturgy. For example, students may have opportunities to altar serve and sing.

St. Andrew School offers Mass on campus every Friday after 11am. Parents and family are encouraged to attend with their children, where possible. For special occasions and all school Mass, the school bus is utilized to transport everyone to and from the Cathedral.

While chapel dress is expected of our 6-8th Grade students, we respectfully request that ALL students are dressed appropriately for Mass, with clean shirts, jumpers, sweaters and/or trousers.

SCHOOL EVENT CALENDAR


Throughout the year we host a variety of events to enhance the learning experience for our students, and enrich the community spirit. Many of our events are a great way for families to be involved in what students are learning in the classroom, and enhance the practical implementation of the curriculum. Additionally, they strengthen our school community by providing everyone a chance to donate their time, talents, and treasures. The 23-24 Academic Calendar can be found on our school website.


The School Year Explained

We try to minimize changes to the school calendar as much as possible. Where circumstances are beyond our control, these changes will be communicated to you through The Communicator (school wide email), which differs from the class specific newsletters your teacher may send out.

The events and academic days are explained below with details on possible PIP points, volunteer opportunities and various needs the school may have from our community.

Possible PIP Points

 Food/cookies/coffee and other giving requirements

 Potential number of volunteers required

August

Back to School Open House

Come and meet the teachers, visit the classrooms and connect with other St. Andrew families. This is a great opportunity to sign up for extra-curricular activities and clubs. School supplies are also turned in to your child(ren)'s teacher at this time.

Back-to-School Mass at the School

An all-school Mass, focused on gratitude for the school community, giving thanks for the safe return of everyone, and blessing for the year ahead. This will be our first Mass of the year and will be held in the school gym at 11am. (Kindly note there will not be a Back to School Mass at the Cathedral on September 30th, as shown on the school calendar.)

September

Salt and Light Retreat

This is a hallowed tradition at St. Andrew for all high school students. Students, teachers, and chaperones will take a three day retreat at the beginning of our academic year up at our diocesan summer camp, Legendary Lodge. Salt and Light was formed to build community, deepen faith, and set the tone for the academic year. Our goal at St. Andrew School is to follow in the footsteps of our patron saint, not only entering into discipleship with the Lord, but also building up the Church as servant leaders, bringing others to Christ.


Middle School Retreat


Every fall we bring all middle school students to Ss. Cyril and Methodius Catholic Church for their own retreat. It's the perfect balance of super happy fun ball, pizza, bus rides, bonding, prayer, and mass all fitting in one short school day. This retreat is to encourage the fellowship in our middle school and to encourage our middle school students in their personal relationships with God. Although it is required of all middle school students, an alternative assignment can be made available upon request.

Missoula Children's Theatre - Hercules

Missoula Children's Theatre returns to St. Andrew to bring an annual production to stage! Approximately 50-60 students will be cast in this live production. Additionally, MCT provides an educational workshop tailored for ALL K-8 students.

1-4 hours for assisting with setup, takedown, practices.

 Cookies, snacks, juice

 5-7 people

October

School Picture Day


Students are expected to be neatly dressed in their chapel uniforms on this day. Please refer to the Parent/Student Handbook for more details on approved dress code.

 1-2 people for possible 7 hours

Griffin Gallop Fundraising Race

A new public event on our calendar brings the wider Helena community together with our school for a fun run. The St. Andrew School Parent Teacher Organization (PTO) is hosting the St. Andrew School Griffin Gallop Fun Run on Saturday, October 21, 2023. Proceeds from the run support the school.


1-5 hours for assisting with setup, takedown, activities, potluck, volunteers for the course at the turns.

 Water 16oz, snacks,

 5-15 people (possible community service hours for our High School students too)

Picture Retake

An opportunity for students who require a picture retake or students who may have been absent on the first picture day to have their pictures taken.

 1-2 people for


possible 3-4 hours

Trunk or Treat at The Cathedral

A fun for all PTO event. Students and families are invited to dress up in their costumes and visit the school trunk at the Cathedral. Candy donations are collected by the school office in the 2 weeks running up to the event. Volunteers to decorate and hand out candy at this event are also encouraged as a PIP opportunity.

1-4 hours for manning the booth on that evening

 All families are asked to donate a bag of candy

 2-4 people

November

Kindergarten - 2nd Grade Saint Presentations


Students in Kindergarten through 2nd Grade choose a Catholic saint to learn about. Students dress up as their chosen saint and present their saint's facts to friends, family and teachers in our school gym. A delightful event, giving our younger Griffins a taste of performing ahead of the Christmas Program.

1-4 hours for assisting with setup, takedown, practices.

 Cookies

Kindergarten - 5th Grade Parent Teacher Conferences

Parents are given the opportunity to sign up for our First Quarter Parent Teacher Conferences. Teachers are available at dedicated time slots to discuss your student's progress directly with you and address any concerns that may be had.

 PTO-Parents provide a meal for teachers

Middle School/High School Parent Teacher Conferences

Parents are given the opportunity to sign up for our First Quarter Parent Teacher Conferences. Teachers are available at dedicated time slots to discuss your student's progress directly with you and address any concerns that may be had.



PTO-Parents provide a meal for teachers

All For God's Glory Dinner

A classical, Catholic education that trains the hearts and minds of young people is at the core of St. Andrew School. Join Bishop Vetter and our Head of School for a dinner and in-depth talk about our mission.


Veterans Day Celebration

An event to celebrate and honor our veterans. We invite veteran friends and family to join us for a morning of celebration. Refreshments and cookies will be served to all community veterans who attend the program.

1 hour



Cookies

 1-2 people


PreK & Kindergarten Bowl of Thanks

An annual celebration of thanks is shared by our PreK and Kindergarten students and their caregivers. A hearty bowl of soup and bread makes this event a warming moment for our Little Griffins as we prepare for the national Thanksgiving holiday.

1-2 hours



All families are asked to donate soups, breads, utensils, etc

 2-4 people

St. Andrew Feast Day Mass

An all-school Mass is celebrated at the Cathedral. Andrew the Apostle was one of Jesus' twelve Apostles. Scripture tells us that he was the brother of St. Peter, and it is thought that he was one of the Apostles who was closest to Jesus. We pray the St. Andrew Novena to ask for his intercession, as we strive to grow closer to Christ ourselves.


December

K-5 Christmas Program

Our elementary school students spend a lot of time preparing for this Advent event. Family and friends are invited to enjoy the singing and acting of our Little Griffins in their costumes. Refreshments and cookies are served for our guests, followed by earlier than usual dismissal of students.

1-4 hours for assisting with setup, takedown, practices.

 Cookies


 5-7 people

Grades 6-12 Lessons and Carols

Join our 6th to 12th Grades for an evening of Advent lessons and carols. Refreshments and cookies are served.

1-4 hours for assisting with setup, takedown, practices.


 Cookies

 5-7 people

Jolly Jamboree

A public market, hosted in our school gym offering homemade goods, home-baked treats, natural products, gifts and activities for kids. Vendors decorate their stands for a chance to win prizes. We have door prizes, photo booths and fun advent experiences for the whole family. Our Jamboree Committee prepares for this event all through the year, with regular opportunities for PIP volunteer requests.

1-4 hours for assisting with setup, takedown, booth management.

 5-7 people

January

Ski Day(s)

An all school opportunity to enjoy a day of skiing at The Great Divide. Students and their accompanying chaperones may rent equipment at a discounted rate (or use their own). No transport is provided for this event and the school will be closed.

The Great Divide asks that only St Andrew School students , Parents/Guardians (limited to two skiers) and preschool family members participate in the St Andrew School Ski Day

High School Ski Retreat

Our ski retreat theme is always *miratio* (Latin, “wonder”) because this event seeks to enkindle wonder in our students. We usually go to Showdown Ski Hill and stay at the eastern Diocesan camp, Thieltges St Thomas Camp in Monarch, MT. While skiing is considered the “main event”, the secret joy of this retreat is in the fellowship of the ski lodge, the snowball fights, the late night snacks and games, deep reflection and meditation time, and in daily mass. For this reason, all students are invited and encouraged to attend whether or not they will be skiing/snowboarding. The goodness of the retreat certainly is not limited to the time on the ski hill and all high school students are welcome.

February

Catholic Schools Week

Since 1974, National Catholic Schools Week has been the annual celebration of Catholic education in the United States. Each day has a theme and focus to pray for and celebrate. Our high school students will help lead our younger students in a reflection on the day's theme. Thank you for praying and celebrating with our school. Through these events, we focus on the value Catholic education provides to young people and its contributions to our church, our communities and our nation.

Catholic Schools Week Mass


All-School Mass is held at the Cathedral (all are invited!). We also usually write letters to the religious and discerning in our diocese.

High School Lock-In

Students will stay up overnight in the St. Andrew Gym playing a wide variety of fun sports and games, as well as having the opportunity to hang out with their peers. Student Government hosts this event, with faculty chaperones.

1-4 hours for chaperone.

 Cookies, snacks

 1-2 people

Middle School Winter Dance

A semi-formal dance in the St. Andrew school gym. We have a great evening planned including a photo booth, door prizes, dance off, food and drinks with great music and beautiful decor.

Annual Auction

The biggest fundraising event of the school year. See the first section of this handbook for more details.

March

PreK-5 Parent Teacher Conferences

Parents are given the opportunity to sign up for our Second Quarter Parent Teacher Conferences. Teachers are available at dedicated time slots to discuss your student's progress directly with you and address any concerns that may be had.



PTO-Parents provide a meal for teachers

MS/HS Parent Teacher Conferences

Parents are given the opportunity to sign up for our Second Quarter Parent Teacher Conferences. Teachers are available at dedicated time slots to discuss your student's progress directly with you and address any concerns that may be had.



PTO-Parents provide a meal for teachers

Art Show

All students (Pre-K to 12th) complete an art project for submission to the show. An external judge is invited to the school to select artists from each grade to win a 1st - 3rd ribbon and/or "Best of Category." Parents and families are invited to this evening event to view our artists' work.



PTO-Parents provide refreshments

Ignem Mittere - 8th Grade Retreat

The Latin phrase “Ignem mittere” means “to cast a fire;” this retreat aims to inflame the hearts of our youth, helping them deepen their relationships with Christ and with others. This event takes place during the school week and is a crucial part of the students’ religion course. One of our goals at St. Andrew School is to be the first to bring others to Christ, just as St. Andrew did during his life. Thus, we are always looking for more ways to provide our students with opportunities to dig deeper, give more, and become leaders for the Church in the world.

April

MS Semi-Formal

A semi-formal dance in the St. Andrew school gym. We have a great evening planned including a photo booth, door prizes, dance off, food and drinks with great music and beautiful decor.

Rome Pilgrimage

We are excited to announce that St. Andrew School is offering our first pilgrimage to Rome for our junior and senior students! In addition to all of the historical and spiritual beauty that this pilgrimage will offer, we are working to meet up with Bishop Vetter while we are in Rome, as well as those from our diocese who are currently studying in the Eternal City.

Walk-A-Thon

All students in grades K-8th grade participate in the compulsory school Walk-A-Thon as part of the PE curriculum. This event also serves as a campaign to raise money so our school can purchase P.E. equipment including new nets for soccer and volleyball, scooters to build coordination and core strength, and to increase our classroom teacher’s supply budget.

1-4 hours for supervising students and counting laps

 1-2 people per class

May


HS Spring Formal

A formal dance in the St. Andrew school gym. We have a great evening planned including a photo booth, door prizes, dance off, food and drinks with great music and beautiful decor.

6-12 Awards Evening

Families are invited to celebrate the end of year with our middle school and high school students.

1-2 hours for setup.

 1-2 people

May Crowning

At its simplest, May Crowning is a ritual celebrated in the month of May where an image or statue of Mary is crowned with a wreath of flowers and honored as the Queen of Heaven and the Mother of God. But this simple ceremony carries deep meaning for the Catholic faith.


bouquets of fresh cut flowers

Music Concert

A spring concert for all families during which we showcase what the students have learned throughout the year.

1 hour for setup, takedown

 Cookies

 1-2 people

Graduation Mass

We invite all students and parents to join us as we celebrate and honor our graduating seniors at the Cathedral. After graduation Mass, students will be waiting in the Cathedral or outside on the lawn for parent pick-up.

Field Day

The final PE event of the year that ALL students are expected to participate in. We have friendly house competitions on the school campus in the form of races until roughly 2:15 when the whole school will have a break for popsicles. We will end the day with a faculty/ high school competition. Overall winning house for the year is announced the following day, being the last day of school.

8th Grade Rite of Passage

Families of our 8th Grade students are invited to a celebration where honor all of our 8th Grade students for all their hard work through middle school, and acknowledge their maturity as they prepare to enter highschool.

HOUSE SYSTEM

In Fall 2019, St. Andrew School adopted a house system. New students of the same family are usually placed in the same house. The house system aims to accomplish the following:

- Promote a sense of community through friendly competition and through fellowship spanning grade levels
- Encourage education and awareness of different religious orders
- Promote and reward virtue

House competitions such as canned food drives, reading challenges, Field Day, retreat games, etc., occur throughout the year. Conduct merits and demerits are added or subtracted from students' houses, as they occur. Students may also earn virtue cards which are turned into the office and tallied as house points. Once a month, collected cards and merits are combined and one student from each house is drawn to be Student of the Month. At the end of the year, the winning house receives a prize and the Head of House teacher will have the honor of having the House Cup in their room for the following year.

Students will be placed in one of the following four houses:

Benedictine - The Benedictine order was founded by St. Benedict in the 6th century. Their "rule of life" is characterized by the phrase "ora et labora" or "pray and work."

Carmelite - The Carmelite order was founded around the 12th century and is characterized by their devotion to contemplative prayer. Many Carmelites are cloistered, living entirely apart from society to better devote themselves to prayer for the Church and the world.

Dominican - The Dominican order was founded by St. Dominic in the 13th century. They are also called the "Order of Preachers" and dedicate themselves to study and teaching. Perhaps the most famous Dominican saint is St. Thomas Aquinas.

Franciscan - The Franciscan order was founded by St. Francis of Assisi in the 13th century. They are known for emulating Christ in His poverty and in their work with the poor.

SAFE ENVIRONMENT POLICY

St. Andrew School wholeheartedly welcomes parents, grandparents and friends to lend their time and talents in helping us provide great things for our students. Volunteer opportunities cover a wide range of skills and time availability, including assisting with fundraising.

St. Andrew School follows today's best practices to ensure a safe environment for all children in our school.

Adults volunteering and working with students during or outside of school hours will be required to complete VIRTUS training and remain current with that program. Parents and other adults will agree to abide by VIRTUS policies, which could include background checks and references.

All parents and volunteers who will work in classrooms or drive for field trips must take this training. Please let the school secretary know if you would like to have more information or sign-up for VIRTUS training, which is typically offered monthly through the diocese.

The complete Safe Environment Policy for St. Andrew School can be found in The Parent/Student Handbook (Appendix B).