



ST. ANDREW SCHOOL

A Catholic and Classical School

"Vitam impendere vero"

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PARENT INVOLVEMENT PROGRAM (PIP)

What is 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.

How many PIP points are required each year?

All families need 24 points. Four of these must be dedicated to helping with the auction which is the primary fundraiser for the school.

How are PIP points earned?

TIME: By volunteering your time to numerous school activities. One point = One hour

What activities count toward PIP points?

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

Most PTVO volunteer activities (not meeting attendance) can also be counted.

Active involvement in any School Committee; Building improvement/renovation; Grounds upkeep/improvement; Parent classroom helper; Recess aid; Office help; Library help; Field trip driving.

Other opportunities will be publicized in the weekly newsletters.

What are the effective dates of the PIP year?

August 1 through June 15 of the current academic year.

How are PIP points recorded?

To have PIP points credited, it is the parent's responsibility to log their hours, including a description of the activity and the date completed. Hours can be logged within the Family Portal of FACTS: after logging in, select the Family tab of the left menu and then select Family Home. Select the family member that you want to record volunteer hours for from the pull-down button at the top-center of your screen. Click the Add button and record the date, hours and description of the PIP activity. This is the only way PIP activity is recorded.

ALL POINTS MUST BE RECORDED BY JUNE 15 OF THE CURRENT ACADEMIC YEAR.

PIP Point Statements

You will receive a statement of your PIP status in December and at the end of the school year.

May PIP points be banked for the next year or transferred to another family?

No. Points may not be banked or carried over to the next year, nor may they be transferred to another family.

May activities performed by children and/or grandparents count toward the family commitment?

High school students and/or grandparents are eligible to earn PIP points for the family.

What if our family commitment is not met?

You will be billed at the end of the school year for \$20.00 per point left unfulfilled.

PIP point opportunities

The following page lists some areas for volunteer activities and a brief explanation for each. Please sign up for these on the volunteer form.

Hospitality/Social Committee

During the school there are several scheduled events, which required planning and parent help. These include a Back-to-School Picnic; Missoula Children's Theatre in September; and Fall Festival in October with food and games for the younger students and a planned activity for the high school students. December is the Christmas program and help is needed for decorating and cookies. January is Catholic Schools Week with various activities. The Art Show is in March. In May, help is needed for the May Crowning BBQ, Teachers' Appreciation Lunch, and graduation.

Picture Day (and subsequent picture re-take day)

Track Meet

Annually in May a small school track meet is held for grades K-8 at Vigilante Stadium. Help is needed for particular track events and to assist and supervise students.

Intramural Sports

Parents whose children participate in sports are encouraged to help out in some capacity. At least two Virtus trained adults must be present for all sports practices. Additionally, volunteers are needed to keep score, run clocks and help out in other ways at games.

Room Parent

Parents are asked to consider volunteering as a room parent in your child's classroom. The room parent helps the teacher to organize other classroom parents to help with various projects, such as class auction project, parties, field trips, rides for particular activities, etc.

Classroom Help

There are many opportunities throughout the year when teachers are looking for extra help on special projects. If you are able to help at a regularly scheduled time, or are interested in volunteering as needed or available, there are many opportunities available. Some of the possibilities may include: classroom Project for the auction, treats for parties, reading to children or listening to children read, bulletin boards, tutoring for students in need of individual help. Also you may want to share a special talent or your profession with the class.

Summer Grounds Maintenance

Help is needed for scheduled school clean up days throughout the year. In addition, there is need for snow removal in the winter and weed and lawn maintenance in the spring and summer. Always feel free to pick up a shovel or snow melt to help clear sidewalks or to mop the stairs after the students enter in the morning. In the spring and fall, come up to school on a weekend and pull some weeds. A few minutes here and there can add up and you will find you have fulfilled your points before you know it.

Building Maintenance, Repair and Handyman Projects

Notices will be posted in the newsletter periodically when there are maintenance needs around the campus. Additionally, parents are always welcome to help guide high school students with maintenance projects during Service Week. If you're good with tools and have special skills that you are willing to share with the school, this is a great way to earn your points.

Library

Help is needed in the library shelving books (any day of the week) or collecting books from classrooms as necessary, each activity takes about ½ hr. Each of these activities has a commitment of 1/4 of the school year.

All families are asked to collect box tops for library funds. Box Tops are collected digitally now; families can scan their receipts with valid Box Tops item purchases after downloading the app.

Other activities as noted in the weekly newsletter

Emerald Isle Auction

This event is the school's main fundraiser of the year in February. All families are required to dedicate *at least* four hours to help with this event in some capacity. 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
Reservations/Registration	Check in attendees and get 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. 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.	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	Nov. - Jan. 31 st This can be a little or a lot of work depending on how many people pitch in.
Publicity	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.	Oct. - Auction
Mailing/Thank you	Mail out thank you's along with a tax receipt for donations.	Oct. - Auction
Decorating	Arranging place settings for tables, baskets for rolls, salad bowls and center pieces. Setup tables and chairs, iron table cloths. Decorate the tables, gym and foyer.	Mon. prior to the auction - auction morning
Set-Up	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 decorating committee and auction night support committee.	Two weeks prior to auction through 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 the 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/raffle ticket sales that come in during auction office hours.	Nov. - Auction Looking for people to work shifts in the auction office. Training is provided.
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.
Security	Overseeing the safety of individuals and items the day and evening of the auction.	4:00 - Close auction night

Parking	Directing traffic and arranging parking so that individuals are not blocked in.	4:00 - 7:00 auction night
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 individuals. 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. Designing and printing of catalog, dinner tickets, posters, raffle tickets, save the dates and various other printing needs.	Oct. - Feb.
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 Night Support	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.	4:00 - Close auction night
Catalog-Sponsorship	Get the data organized for the printer and work with them to get the catalog ready for the auction	Jan. - Feb.
Check-out	Input auction items and accept payments for items.	4:00 - close auction night
Seating	Organize attendees at tables based on tables purchased or requests for who they would like to sit by.	Feb. - Auction