

St. Thecla School Tuition Reduction Program (TRP)

The St. Thecla School Tuition Reduction Program (TRP) administered under the auspices of the School Board organizes adult workers for organization activities that benefit the school or parish, as well as providing parents with a way to save on tuition. This policy replaces the FRR (Fund-Raising Responsibility) policy. Families of students in K thru 8th grade are required to accumulate 40 hours. Families of students in only the Pre-Kindergarten program are required to accumulate 10 hours. Parents, guardians, or other adult members (21 years or older) in a student's immediate family are eligible to earn these points. The dollar value is \$25 per hour.

The total of either hours earned OR their dollar value is **due by the School Picnic** of that school year. While the plan is an integral part of the financial policy of St. Thecla School, the primary motivation is that parents be actively involved in the school lives of their children.

The following is the policy for the distribution of hours for the volunteer activities at St. Thecla School. Guidelines are to be reviewed annually by the School Board. Requests for special consideration, either by families or organizations, should be submitted in writing to the principal. The Pastor has final authority regarding all special requests.

2000-2010 School Year Hours Opportunities

Below is a list of recurring opportunities for hours. Some opportunities are one-time events while others are multi-year commitments. There are other opportunities that arise during the course of the school year as well. All opportunities are advertised through flyers in the Wednesday bulletins. Also note that all volunteers must attend a one-time Virtus training and complete a background check prior to volunteering at Parish events!

5th Quarter Party (Basketball) [Athletic Council]

Setup, tend bar, work kitchen, and/or clean up for Basketball Homecoming Party in Falcon Hall

Hours: as worked

Event Date: generally a Sunday evening at the end of Basketball season

Contact: Dan O'Grady 773-774-6106 for more information

5th Quarter Party (Football) [Athletic Council]

Setup, tend bar, work kitchen, and/or clean up for Football Homecoming Party in Falcon Hall

Hours: as worked

Event Date: generally a Sunday evening in October

Contact: Dan O'Grady 773-774-6106 for more information

5th Quarter Party (Volleyball) [Athletic Council]

Setup, tend bar, work kitchen, and/or clean up for Volleyball end of the season party in Falcon Hall

Hours: as worked

Event Date: generally a Sunday evening in April

Contact: Dan O'Grady 773-774-6106 for more information

All-Class Reunion [School Board]

Setup, register attendees, tend bar, work kitchen, and/or clean up for All-Class Reunion in Falcon Hall (NEED NOT BE A ST. THECLA ALUM TO HELP WITH THIS!)

Hours: as worked

Event Date: Saturday after Thanksgiving

Contact: Shannon Nelson 773-763-6675 for more information

Arts & Crafts Fair [Women's Council]

Bake for bake sale, setup, sell raffle tickets, work bake sale, and/or clean up

Hours: as worked

Event Date:

Contact: Rita Schneider 773-792-2189 for more information

Athletic Council Members [Athletic Council]

Serve on the Athletic Council. Attend monthly meetings. Organize sports for school and parish children and adults.

Hours: 15

Event Date: school year-round

Contact: Dan O'Grady 773-774-6106 for more information

Athletic Council Duty [Athletic Council]

Athletic Council member responsible for Falcon Hall for 3 to 5 hour shift as scheduled when games are taking place.

Hours: as worked

Event Date: school year-round

Contact: Dan O'Grady 773-774-6106 for more information

Athletic Director [Athletic Council]

Run the Athletic Program

Hours: 40

Event Date: year-round

Contact: Dan O'Grady 773-774-6106 for more information

Assistant Athletic Director [Athletic Council]

Assists Athletic Director & schedules all games and practices.

Hours: 40

Event Date: year-round

Contact: Dan O'Grady 773-774-6106 for more information

Athletic Council Treasurer / Raffle Coordinator [Athletic Council]

Keep all financial records for Athletic Council; coordinate the Athletic Council raffle

Hours: 40

Event Date: year-round

Contact: Dan O'Grady 773-774-6106 for more information

Box Tops for Education Program [FSA]

Solicit families to clip and save Box Tops. Collect throughout the year, prepare them and submit.

Hours: 10

Event Date: school-year round

Contact: Sheila Hallinan 773-792-0201 for more information

Campbell's Soup Label Program [FSA]

Solicit families to clip and save Campbell's Soup Labels (now UPCs). Collect throughout the year, prepare them and submit per Campbell's requirements.

Hours: 10

Event Date: school-year round

Contact: Sheila Hallinan 773-792-0201 for more information

Coaches [Athletic Council]

Run practices and games throughout the season. All coaches must have attended the Positive Coaching Seminar!

Biddy Basketball: 1st – 3rd grade; co-ed teams

Coordinator: 25 hours

Coaches: 15 hours

Basketball: 4th – 8th grade; boys teams & girls teams

Coaches: 30 hours

Cross Country: 4th – 8th grade; boys teams & girls teams

Coaches: 20 hours

Football: 4th – 8th grade

Coaches: 40 hours

*Football Equipment Coordinators Hours: 10

Cheerleading: 5th – 8th grade

Coaches: 20 hours

Softball/Baseball: 7th – 8th grade; boys team & girls team

Coaches: 20 hours

Track & Field: 4th – 8th grade

Coaches: 20 hours

Volleyball: 4th – 8th grade; boys teams & girls teams

Coaches: 30 hours

Contact: Dan O'Grady 773-774-6106 for more information

Concession Coordinators [Athletic Council]

Coordinate stocking of concession stand.

Football Hours: 25

Basketball Hours: 30

Volleyball Hours: 30

Event Date: seasonal

Contact: Dan O'Grady 773-774-6106 for more information

Confirmation Reception [School]

Setup, work kitchen, clean up for Confirmation Reception in Falcon Hall

Event Date: generally a Friday night in November.

Hours: as worked

Contact: School Office 773-763-3380 for more information

Copy Person [School]

Work one morning a week in the school office making copies of papers for the faculty and office.

Hours: as worked

Event Date: school year-round

Contact: School Office 773-763-3380 for more information

Enrichment Program [FSA]

Organize and staff enrichment programs once or twice a year for students

FSA Chair Hours: 10

Volunteer Hours: as worked

Event Date: TBD

Contact: Sheila Hallinan 773-792-0201 for more information

Fall Fest [Athletic Council]

Setup, work kitchen, tend bar, clean tables, clean up for Fall Fest held in tent outside of Falcon Hall

Hours: as worked

Event Date: mid-September

Contact: Dan O'Grady 773-774-6106 for more information

Family Fall Fest [FSA]

Organize and staff family-oriented fall fun day.

FSA Chair Hours: 10

Volunteer Hours: as worked

Event Date: mid-September

Contact: Sheila Hallinan 773-792-0201 for more information

FRR Tracking [School Board]

Track all points volunteered that are eligible for TRP credit for school families, send quarterly reports out, work with school office to reconcile hours worked vs. fees paid.

Hours: 40

Event Date: year-round

Contact: Shannon Nelson 773-763-6675 for more information

FSA Board Members [FSA]

Serve on the FSA Board. Attend monthly meetings. Organize many fundraising and family-oriented activities throughout the school year.

Hours: 30

Event Date: school year-round

Contact: Sheila Hallinan 773-792-0201 for more information

FSA Hot Lunch [FSA]

Assist in special FSA Hot Lunches – distributing lunches, helping younger students, and cleaning up in the Multi-purpose room.

FSA Chair Hours: 10

Volunteer Hours: as worked

Event Date: held randomly throughout the school year

Contact: Sheila Hallinan 773-792-0201 for more information

Grand Raffle Co-Chairpersons [School Board]

Arrange for tickets to be printed, organize distribution to school families, organize ticket sellers for the back of church, report progress and results to School.

Hours: 30

Event Date: year-round

Gym Duty [School]

For the Basketball and Volleyball seasons, all players' families have a responsibility to staff the gym for a certain number of home games.

Hours: as worked

Event Date: Basketball Season & Volleyball Season

Contact: Dan O'Grady 773-774-6106 for more information

Haunted House [Parish]

Haunted House organized in month of October. Opportunities available include: setup, scarers, concession stand, ticket sales, security, and clean-up/tear-down.

Chair Hours: 40

Volunteer Hours: as worked

Event Date: October

Contact: Parish Office 773-792-3077 for more information

Lunch Duty [School]

Assist at lunchtime with distributing lunches, helping younger students, and cleaning up in the Multi-purpose room.

Hours: as worked

Event Date: school year-round

Contact: School Office 773-763-3380 for more information

Market Day [FSA]

Help with organizing orders for pickup - usually in the Multi-purpose room.

FSA Chair Hours: 10

Volunteer Hours: as worked

Event Date: the 2nd Thursday of the month – afternoons

Contact: Ellen Tobler 773-297-9443 for more information

Medical and Dental Forms [School]

Collect, review, and record school medical forms and dental forms for school. This work must be performed at school during school office hours.

Hours: 30

Event Date: primarily the beginning of the school year with some support throughout

Contact: School Office 773-763-3380 for more information

Memorial Fund Board Members [Memorial Fund]

Attend bi-monthly meetings to address the status of the Memorial Fund and the potential need for fundraising.

Hours: as worked

Event Date: school-year

Contact: Gina O'Hehir 773-775-6530 for more information

Mostaccioli Dinner [Women's Council]

Setup, work kitchen, clean up for Mostaccioli Dinner held in Falcon Hall

Hours: as worked

Event Date: Saturday evening in February

Contact: Rita Schneider 773-792-2189 for more information

Parish Picnic [Parish]

Arrange for food and activities, set up, grill duty at the picnic, clean up in the parking lot just outside of Falcon Hall.

Chair Hours: 10

Volunteer Hours: as worked

Event Date: TBD

Contact: Kathy Borner 773-763-0335 for more information

Room Parents [FSA]

Plan and run the Halloween party and Valentine's Day party and assist at the School Picnic for your assigned classroom. Additional duties vary by teacher.

FSA Chair Hours: 10

Volunteer Hours:

8 for Halloween Party/Dance & Valentine Party/Dance (4 hrs each)

Hours as worked for additional activities: Catholic Schools Week Enrichment Program, End of the Year Picnic, 8th grade dinner dance

Event Date: school year-round

Contact: Sheila Hallinan 773-792-0201 for more information

Rummage Sale [Women's Council]

Help with collection and organization of donations, working at the sale, clean up in the Church basement.

Hours: as worked

Event Date: mid-September

Contact: Rita Schneider 773-792-2189 for more information

School Board Members [School Board]

Serve on School Board for a three-year term. Attend monthly meetings. Participate in at least two committees. These are elected positions – elections held in April.

Hours: 15

Event Date: year-round

Contact: Shannon Nelson 773-763-6675 for more information

School Board Alumni Committee [School Board]

Develop Alumni relationships and plan annual All-Class Reunion.

Hours: 15

Event Date: year-round

Contact: Shannon Nelson 773-763-6675 for more information

School Board Long Range Planning Committee [School Board]

Develop and implement long range planning goals with the concurrence of the full School Board.

Hours: 15

Event Date: year-round

Contact: Shannon Nelson 773-763-6675 for more information

School Board Marketing Committee [School Board]

Develop and implement marketing ideas with the concurrence of the full School Board.

Hours: 15

Event Date: year-round

Contact: Shannon Nelson 773-763-6675 for more information

TRP Opportunities

Approved by St. Thecla School Board – May 2009

School Directory [School Board]

Solicit school families' contact information and organize it in a directory form. Make copies for each family, bind, & distribute them.

Hours: 10

Event Date: September

Contact: Shannon Nelson 773-763-6675 for more information

Scout Leaders [School]

Troop Leaders for the Scouting Program sponsored by St. Thecla Parish. This currently includes both Girl Scouts and Boy Scouts.

Hours: 20

Event Date: year-round

Super Bowl Party [Athletic Council]

Setup, work kitchen, tend bar, and clean up at Super Bowl Party in Falcon Hall.

Hours: as worked

Event Date: SuperBowl Sunday 2009

Contact: Dan O'Grady 773-774-6106 for more information

Teacher Appreciation Breakfast & Lunch [FSA]

Two events organized by FSA to celebrate our teachers.

FSA Chair Hours: 10

Volunteer Hours: as worked

Contact: Sheila Hallinan 773-792-0201 for more information

SPECIAL NOTES:

- **NO POINTS WILL BE GIVEN FOR CLASS FIELD TRIPS OR BAND CONCERTS.**