

# 2019 SPRING FUNDRAISER INFORMATIONAL BOOKLET

ST. MARY'S ACADEMY & COLLEGE SPRING FUNDRAISER

# \$25,000 GIVEAWAY!

TO BENEFIT OUR TEACHERS AND  
BUILD NEW CLASSROOMS

MAY 24, 2019 AT 2:30 PM



TO MAKE A DONATION OR TO GET  
MORE INFORMATION VISIT:  
[WWW.SMAC.EDU](http://WWW.SMAC.EDU)

DONATIONS REQUESTED, BUT NO DONATION OR PURCHASE  
IS NECESSARY TO PARTICIPATE. NEED NOT BE PRESENT TO WIN.





## SAINT MARY'S ACADEMY & COLLEGE

**Rev. Patrick Rutledge**  
*Rector & Headmaster*

200 EAST MISSION STREET  
SAINT MARYS, KANSAS 66536

March 8, 2019

Dear Parents,

The annual Spring Fundraiser is upon us. Please remember that it helps close the gap between school income and expenses each year, keeping tuition costs as manageable as possible. It also allows us to invest in the things that make our school what it is: our teachers and capital improvements on campus. This year we hope to raise money to establish a fund for our teachers. We are not able to give them much, but they are the true heart of our school. Also, we have a number of classroom projects slated for this summer, both up and down the hill, that will allow us to continue to split classes and keep our class sizes at optimal levels for optimal learning. Each year you all work so hard, but let us do what we can to top our previous years' numbers this time around!

Please note the following items:

- This year's Fundraiser will kick off with a student rally on Wednesday, March 13.
- Storefront bookings will launch online at 5:00 pm on March 13.
- Packet processing will be done on Wednesdays. Please turn in your children's tickets and money at the Fundraising Dropbox at the Switchboard by 9am Wednesday morning each week of the Fundraiser.
- If you send mailers to your friends and family, please have the mailers returned to YOU instead of to the school and have them returned in plenty of time so you can include them with your ticket turn-ins before the deadline.
- When emailing to friends, include the Fundraiser's website address <https://donate.SMAC.edu> in your email. People may donate and be entered in the Drawing by following the instructions on the website.
- With storefront availability becoming more limited each year, it is very important that all families are following the rules laid out by each store so that we do not lose the chance to return. Please be sure to take note of these rules when booking a storefront and adhere to them closely.
- For information or help, email [fundraising@smac.edu](mailto:fundraising@smac.edu) or call **437-2471 ext. 500**.

The success of our Fundraiser depends on each family meeting and exceeding its assigned goal. Thank you in advance for your dedicated efforts, which will be sure to draw great blessings for our school and families.

In the Immaculate Heart of Mary,

## Introduction

Each family has received a Family Packet. This Family Packet consists of:

- This booklet, which includes important information regarding this year's Fundraiser
- Your "Family Goal" requirement, noted on the label on the outside of your Family Packet, stating how many tickets your family is responsible for selling
- Large Family Envelopes in which to place the Count Sheets and the smaller Envelopes containing tickets and money for turn-in
- Master Count Sheets to record the quantity of tickets and the amount of money turned in
- 6x9 Envelopes for each student, in which to place the stubs for the tickets they have sold
- Small White Envelopes in which to place money
- "Not a Donation" stickers for checks turned in for money collected that are not personal donations. (See the **Preparing Money for Turning In** section)
- A sheet or several sheets of labels to be affixed to the various Envelopes for various purposes (as described in the **Turning In Tickets** Section)
- Prepared "Take-Away" cards with a space to write your student's name and ID number. (See the **Selling Tickets** section of this booklet)

Each student will receive a blue pouch at the kickoff. In this blue pouch, you will find:

- 40 tickets to sell. This is just to get you started. You can get more tickets as needed
- A mini "poster" to advertise the Prize Drawing to potential customers
- A pink "Free Entry" slip for those who wish to obtain a ticket without making a donation
- A pen

Tickets will be turned in as a family. The process for turning in tickets is explained in the **Turning in Tickets** section of this booklet.

# 1. Selling Tickets

## *Where to Sell Tickets:*

- Visit (or call) and personally ask relatives and friends if they would like to make a donation and get a ticket.
- Email and write to relatives and friends around the country. There are “Mail-out Letters” in the Family Packet if you wish to write. Additional copies of the letter may be picked up in the schools, at the switchboard, or you can make photocopies.  
**NOTE:** Ask recipients to mail their donations **back to you, not to the school** (you can pre-address one side for them); please include these donations in your regular ticket turn-ins.
- **Ask others to help.** This is an easy way to add to your ticket total. For example, ask Dad to take some tickets to work with him; ask your big brother to see if his friends would like a ticket, ask your aunt in another state to contact all her friends, etc. Try to do this in person or by phone: you will get excellent results.

## *Storefronts*

- A. SMAC has reserved time slots at various large stores.
- B. Sign up for a time slot [within 8 days of the scheduled time] at <http://www.smac.edu>.
- C. Due to the large number of families in the school and the limited number of storefronts available, there are limits on bookings:
  - i. Each family is allowed 1 booking per weekend.
  - ii. Maximum of 3 bookings total per family. If you sign up for another store after your third, your signup will be canceled without notice or explanation.
  - iii. In order to avoid having spaces go unused, if a space is available within two days of the scheduled time then it is open for any family to sign up.
  - iv. Cancellations must be made **at least** 24 hours before the scheduled booking. Those made within 24 hours and not filled by another family will count as a booking.

- v. While families are welcomed and encouraged to bring other students to their bookings, they may not claim a booking for a house or class group. **Only teachers or mentors may make class or house bookings**

**D. Do not contact any stores yourself or arrange any unscheduled bookings without going through Fundraising.**

E. You may borrow signs and posters for use during your Fundraising by leaving a deposit at the Switchboard. Contact the Switchboard for details.

**F. Storefront online bookings will become available starting at 5pm on March 13.**

### ***Door-to-Door***

A. Maps of Salina, Junction City, Manhattan, Wamego, Rossville, Silver Lake, Topeka, Holton, Lawrence, and Kansas City suburbs will be posted in the vestibule.

B. Sign up for a neighborhood on the signup sheet in the vestibule.

C. All instructions for door-to-door solicitations will be posted in the vestibule.

### ***Online***

A. Please encourage family and friends to visit our Fundraiser website (<https://donate.smac.edu>) and purchase tickets online. This is the most efficient way of supporting the Fundraiser.

B. Online sales are processed by the Fundraiser staff; tickets will be generated and student totals will be updated appropriately. **Never submit tickets for online sales.**

## ***How to Sell Tickets:***

Students will approach friends, family, and perhaps strangers, asking them for donations in exchange for an entry into the Giveaway. Here are several possible responses they will receive and the expected actions as a result:

- **The person wants a ticket**  
Collect \$10 cash or check; fill out the information on the ticket; give the person the large portion of the ticket; keep the ticket stub to turn in.
- **The person makes a donation but does not want a ticket**  
Collect the money and say, "Thank you!" For every \$10 in donations received, write "SMAC" on the ticket stub of one ticket; keep the ticket stub to turn in. **Non-ticket donations should not be filled out with your or anyone else's name.**
- **The person says, "I'd love to, but I have no cash!"**  
Give the person one of the "Take Away" cards provided in the Family Packet (be sure a student's name and ID number are written in the space provided); do not fill out or turn in a ticket.
- If someone wishes to enter the Drawing without donating at all, they can still enter by following the instructions listed on the pink slip in your blue Fundraising pouch. Give the pink slip to the person. These entries do not count toward your ticket total!

## ***Additional Notes:***

- Since chapel parishioners will be strongly encouraged to help us obtain donations for tickets, you may not ask for donations on campus or advertise your fundraiser on campus, after Masses, etc.
- In the town of St. Marys, you may **only** approach your relatives, close friends and your immediate neighbors. No other residential or business door-to-door asking may be done in St. Marys.
- Please do not visit the business office of any business in St. Marys or Belvue.
- Pray to St. Joseph for his intercession each time you go out.
- Cut to the chase, tell people about the prize money!
- Be polite, friendly, and enthusiastic about your school. Most important: SMILE!

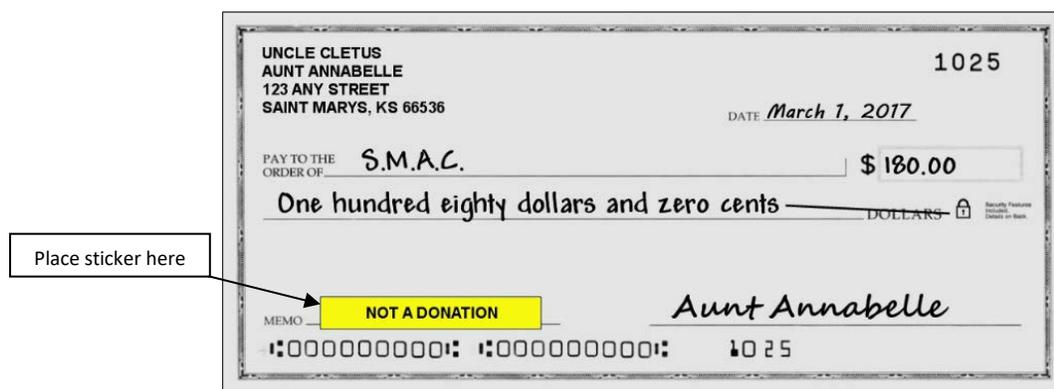
- Tell people about the great prizes you hope to earn, and your desire to help your school.
- Wear your school uniform (this will help, because it gives you instant credibility as an SMA student!)
- Do not put money or checks in the outer (clear) pocket of your sales pouch.
- Make sure you have a good pen with you, and allow the donor to fill out his own tickets. Make sure you can read what he wrote!
- Ticket turn-ins from House and Class fundraising outings will be turned in by the responsible Mentor or Teacher. Students will get credit as assigned by the Mentor or Teacher on the turn-in sheet.

## 2. Preparing Money for Turning In

As in previous years, SMAC will not be processing cash for the Fundraiser. We ask that parents write a check to SMAC for the amount of cash collected from ticket sales and submit that check instead of cash when turning in tickets. One check for the family is sufficient; there is no need to submit a separate check for each student.

Checks written by parents for this purpose may not be recorded as tax-deductible donations, because they are not personal donations from the parents.

In order to ensure the proper accounting of donations, we have provided “Not a Donation” stickers to put on the Memo line of checks that parents write to consolidate cash donations.



When parents write a check for their own personal donation to the Fundraiser, no sticker is necessary, as this would be considered a tax-deductible donation.

The sticker also is not needed for donations by check that others write to SMAC, as these, too, would be tax-deductible donations for the donor.

When placing the sticker on your check, please be sure not to cover any of the bank routing information on the bottom of the check.



- E. Place checks into a White Envelope. Affix a Money Label to the front of this envelope.



- F. Affix a Family Label to the front of a large Family Envelope. Place the Count Sheet, Student Envelopes, and Money Envelope in the large Family Envelope. Close the envelope. There's no need to seal it.



- G. Place the large Family Envelope in the Drop Box at the switchboard.



## 5. Family Goals

The 2019 Fundraiser will include the same tuition discount structure as in previous years. Once you have reached your family goal, 10% of what you have raised up to that point will be applied to tuition. After that, 25% of every dollar raised above your family goal will be applied to tuition. The family goal calculation remains the same as in years past, and is designed to address the challenge larger families face:

- 1st child – Family Goal is 50 tickets
- 2nd child – Adds 40 tickets to Family Goal
- 3rd child – Adds 35 tickets to Family Goal
- 4th child – Adds 30 tickets to Family Goal
- 5th child and after – Each adds 25 tickets to Family Goal

**Your Family Goal is shown on the label attached to your Family Packet envelope.**

## 6. Final Notes

- Additional tickets, labels, envelopes, and "take away" cards will be available at the Switchboard.
- All documents, instructions, and posters related to the Fundraiser will be available for viewing and printing at <http://www.smac.edu>.
- At the end of the Fundraiser, please return the blue bags and any leftover envelopes to the Drop Box at the switchboard.
- We ask that you please turn in your tickets and money weekly so that we can keep up to date on our totals. Ticket Processing will be done on Wednesdays, so please turn in your packets on Wednesday mornings.
- If you would like to receive weekly updates on your ticket sale totals, please email [fundraising@smac.edu](mailto:fundraising@smac.edu).
- **NOTE: Please do not purchase tickets online with donations collected at storefronts or elsewhere instead of turning in a packet. It does cost a percentage to process these online.**

# Prizes and Incentives

## Rally Prizes

Rewards will be given twice during the Fundraiser for achieving certain ticket thresholds by the turn-in deadlines listed below.

**Rally #1** (Deadline **Wed.** Mar. 27, 9am)    **Rally #2** (Deadline **Mon.** Apr. 15, 9am)

20-29 - candy bar

30-39 - candy bar

30-49 - theater candy

40-59 - candy bar + theater candy

50-99 - theater candy + \$5 gift card

60-99 - theater candy + \$5 gift card

100+ - theater candy + \$10 gift card

100+ - theater candy + \$10 gift card

## Individual Prizes

Each student who “sells” 40 or more tickets will earn a prize and / or cash with a total value equal to \$1 per ticket “sold.”

The top selling student who exceeds the current individual ticket record (1,818 tickets by Zachary Christensen in 2018) will receive an extra-special prize (in addition to the usual incentive mentioned above)!!

## Crusader Elite

All students who total 200 tickets or more will receive a special award as a member of the Crusader Elite Club.

## Top Individual Sellers

Top Three Students in each of the following age groups will earn an “experience” prize, bringing along a friend to accompany one of our priests for their fun and exciting reward:

### **Girls:**

**K-4<sup>th</sup>**            LegoLand / SeaLife

**5<sup>th</sup>-8<sup>th</sup>**            Glass Blowing

**9<sup>th</sup>-12<sup>th</sup>**          Escape Room

### **Boys:**

**K-4<sup>th</sup>**            Go-Karts /mini-golf

**5<sup>th</sup>-8<sup>th</sup>**            Royals Baseball Game

**9<sup>th</sup>-12<sup>th</sup>**          Royals Baseball Game

## **Top Classes**

The top two classes in the Boys' school and the top two classes in the Girls' school will earn a special treat!

## **House Points**

### **Boys' School**

500 points for 1st place house  
300 points for 2nd place house  
200 points for 3rd place house  
50 points for 4th place house  
25 points for each house member in  
Crusader Club

### **Girls' School**

40 points for 1st place house  
30 points for 2nd place house  
20 points for 3rd place house  
10 points for 4th place house  
2 points for each house member in  
Crusader Club

## **Family Tuition Incentive**

Once you have reached your family goal (as shown on the Family Goal label on your Family Packet envelope), 10% of what you have raised up to that point will be applied as a tuition credit. After that, 25% of every dollar raised above your family goal will be applied as a tuition credit!

## **Extra Vacation Days!!**

- If SMAC achieves this year's goal of **\$500,000, Friday, May 10** is an extra vacation day!
- If SMAC goes above and beyond its goal and raises **\$550,000, Thursday, May 9 and Friday, May 10** are extra vacation days!

## 2019 Spring Fundraiser

# Frequently Asked Questions

### **What is it?**

It is the Saint Mary's Academy & College 2019 Spring Fundraiser

### **What is it for?**

We are raising money to benefit our Teachers and to build new classrooms! We have almost 900 students in grades K – 12, and our student population grows every year! As our student population continues to grow, we need more classrooms to prevent over-crowding. We would also like to start a fund with which we can better pay our teachers for their tremendous efforts.

### **What are you giving away?**

We are giving away a \$25,000 cash grand prize, along with 5 additional \$1,000 cash prizes!

### **How much does it cost?**

We request a \$10 donation for each ticket.

### **How can I get a ticket?**

You can get a ticket from any Saint Mary's Academy student. You can also get a ticket online at <https://donate.smac.edu>.

### **When and where is the prize drawing?**

The prize drawing will occur in the Auditorium at Saint Mary's Academy & College on May 24<sup>th</sup> at approximately 2:30pm.

# 2019 Spring Fundraiser

## Important Dates

**Kick-off:** Wednesday, March 13<sup>th</sup> (5th period)  
Student “blue pouches” will be distributed

**Turn-in Deadline for Rally #1** Wednesday, March 27 @ 9am

**Rally #1:** Friday, March 29<sup>th</sup> (8<sup>th</sup> period)  
Students achieving certain ticket sales levels by March 27<sup>th</sup> will earn candy and gift card incentives.

**Turn-in Deadline for Rally #2** Monday, April 15 @ 9am

**Rally #2:** Tuesday, April 16<sup>th</sup> (8<sup>th</sup> period)  
Students achieving certain ticket sales levels by April 15<sup>th</sup> will earn candy and gift card incentives.

<b>Final Turn-In Deadline:</b>	<b>Wednesday, May 1<sup>st</sup>@ 9am</b>
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**Drawing & Prize Rally:** Friday, May 24<sup>th</sup> (7<sup>th</sup> & 8<sup>th</sup> periods)

**Incentive Days Off:** Thursday, May 9<sup>th</sup> & Friday, May 10<sup>th</sup>  
If Fundraising goals are achieved.