

# **St. Andrew Apostle Parent Association**

11602 KEMP MILL ROAD  
SILVER SPRING, MD 20902

August 2009

Dear St. Andrew's Families,

The St. Andrew Apostle Parent Association ("SAPA") welcomes you to our 2009-2010 school year! Whether you are new to our school family or returning from a much-needed summer break, the SAPA Board and Advisors look forward to working with you and the faculty this school year to further strengthen the St. Andrew's community. Although we are the officers of the SAPA Board, we represent you, the families at St. Andrew. It takes our joint collaborated efforts to meet our financial obligations and give additional monies to our school and children.

This letter contains information on who we are, our responsibilities and how we can help you meet the required volunteer commitment to St. Andrew Apostle school. Please review the inserts carefully and don't hesitate to contact any of the SAPA Board Members if you have any questions, suggestions or concerns!

The 2009-2010 SAPA Board consists of both new and returning members who look forward to working with all students, parents, and teachers to **fundraise** and provide fun social events.

## **2009 - 2010 SAPA Board Members**

President	Felicia Lester	301-520-7841	mrslester4@yahoo.com
Vice President	Mary Philogene	301-593-4599	Mary.Philogene@gmail.com
Treasurer	Jean Paul	301-890-7438	sabnjean@yahoo.com
Secretary	Tracey Bourke	301-210-9559	m-d2b@comcast.net
Advisors	Richard Mackenzie	301-236-0293	Richard@MackenzieProductions.com
	Tanya Patzy	301-649-3908	tpatzy@hotmail.com
	Doreen Hope	301-592-0165	doreenhope@hotmail.com
	Maria LaNoire	301-572-5880	estherlanoire@yahoo.com

Each parent or guardian who has a student enrolled at St. Andrew Apostil School is a member of SAPA. The obligation of SAPA Board and Advisors is to fundraise for the school and to coordinate social events for the community throughout the year. Last school year, SAPA generated nearly \$84,000 to support our school and parish community. (Details on the allocation of these funds can be found later in this letter.) For more information regarding the role of SAPA and its officers or to review the SAPA Policies and Procedures, please visit our web pages at <http://www.standrewapostle.org/School/SAPA/sapa.html>.

**As a part of our commitment as members of SAPA, each school family is required to pay a \$50 "SAPA Fee". This fee should be submitted to SAPA by Friday, September 25, 2009.** The money will provide an initial fund for SAPA to finance events planned for early in the school year. The fee is considered a part of tuition and is required of each family. As with other school related fees, the school may withhold report cards until the fee is paid. In addition, each school family is required to volunteer 25

hours to SAPA sponsored events. 25 volunteer hours is equivalent to \$375 per school year, at \$15 per hour. If a family falls short of volunteering 25 hours, the family will be obligated to make payment to SAPA in the amount of the \$15 per hour for the difference in hours. **Please deposit all payments to SAPA in the lock box labeled "SAPA MAIL", located outside the school office, at the Parent Information Center.**

This year we will have two major fundraisers and several social events during the year which are reflected in our complete list of events. In September, we will begin with the Sally Foster campaign where you can purchase gift-wrap with stylish designs that range from adorably cute to sophisticated and modern styles. The St. Andrew's School Board, Knights of Columbus, Athletic Council and numerous parish organizations will host a *parish potluck/barbeque on September 13th*. Back by popular demand, the *outdoor movie night* is scheduled for Saturday, September 26<sup>th</sup> (All students must be accompanied by a parent. No drop offs please). The enclosed SAPA calendar contains a complete listing of 2009 - 2010 activities. All Families are invited to attend and participate on the committees for these events.

### **Frequently asked questions:**

#### **What are the major responsibilities of the SAPA Board and Advisors?**

1. Hold meetings of interest to its members at least four times a year—see the enclosed 2009-2010 SAPA Calendar for meeting dates (generally the second Tuesday of each month). All meetings will be held in the multi-purpose room.
2. Supervise the Parent Support Program ("Volunteer Hours"). As part of tuition, each family with children attending St. Andrew's School (K-8) is required to pay SAPA \$50 by September 25, 2009 and work 25 volunteer hours per year equivalent of \$375 (\$15 per hour for each hour under 25 hours worked).
3. Offer a hot lunch service (see enclosed letter from the Chair and procedures).
4. Provide support to the teachers in the form of start up money to set up their classrooms, hot lunch coupons and Christmas bonuses. Volunteers also organize a Teacher Appreciation Luncheon in December and Teacher Appreciation Week in May.
5. Sponsor family events such as Halloween Parties, Breakfast/Lunch with Santa, Secret Santa Shop, and Movie Nights.
6. Raise \$30,000 annually to fulfill our financial obligation to the Parish. This goal can be met if all members participate in our fundraising activities. Any funds raised in excess are given to the School, Rectory, School Board, etc. to be used for extra projects, equipment, or materials that will benefit our children and our Parish.

#### **How can we earn our required 25 volunteer hours?**

Volunteer hours can be earned by performing the following:

- Assisting with or serving as a Chairperson for any activity sponsored by SAPA such as the Halloween Parties, Holiday Craft Fair, Sally Foster, etc.
- Attending monthly SAPA meetings (earn one hour for each meeting).
- Attending monthly School Board meetings (earn one hour for each meeting)
- Baking a Southern Living dessert for the Holiday Craft Fair (will count for more than one hour).
- Serving as a Homeroom Parent/SAPA contact for a classroom, which requires attendance at SAPA meetings and relaying information and/or answering questions regarding SAPA business. Also involves planning Halloween, Christmas, Valentine, and end-of-year parties for the homeroom.

- Participating in school related activities organized by SAPA: signing up to distribute hot lunch, milk or ice cream at lunch time; assisting with the school store; doing specific tasks to help the teachers prepare for the classroom or baking for specific events (earn one hour for each event).
- Coaching a St. Andrew's athletic team (must be recognized as a coach by the Athletic Council).
- Serving as a Cub/Boy Scout leader; Daisy/Brownie or Girl Scout Leader.

Any job for which you are paid or receive tuition assistance will not be considered for volunteer hours, including the weekly parish bingo. Time assisting your child with homework, classroom projects and reports, chaperoning field trips and service to parish organizations (such as alter servers, choir, etc.) are also not considered for volunteer hours. Please see the SAPA Policies and Procedures for more detailed information on what constitutes volunteer hours to SAPA.

**Fingerprint clearance and proof of attendance at the "Protecting God's Children" course must be on file in the school's main office if you are interacting with students.** Please refer to the school website [www.standrewapostle.org](http://www.standrewapostle.org) for further information on this requirement.

#### **How does someone get involved?**

Getting involved is easy. You can attend SAPA meetings to find out what is happening around the school and to meet people. You can participate in our fundraising and social events, chair an event or assist the Chairperson. Some early volunteer hours can be earned by helping with the following events: Sally Foster, contact Martina Childress at (301)585-5526; the parish potluck, contact Melanie Farace at (301)593-5019; St. Andrew Christmas Gift Show and Craft Fair, contact any SAPA Board member.

Please take a few minutes to read and fill out the enclosed Volunteer Checklist Form. Return one copy to SAPA by sending it through the main office by September 18th or by bringing it to Back to School Night on September 15<sup>th</sup>. Please keep a copy for your files. During the school year you will be contacted by event chairs as volunteers are needed or you may feel free to contact the chair yourself.

#### **How do we record our involvement?**

Each family is responsible for fairly and accurately reporting their own hours on the Volunteer Hours Form (enclosed). **Each family must fill out a form and submit their first record of volunteer hours the by December 1, 2009. Complete and submit the Volunteer Hours Form for additional hours worked between December and January 31<sup>st</sup> by the first week of February 2010 and any hours worked between February and April 30th by May 1, 2010.** Please return this completed form to the SAPA mailbox located in the hall next to the Parent Information Center. It is a good idea to keep a copy of the completed form for your records. Additional forms are available at the Parent Information Center.

#### **What if we don't fulfill our hours?**

The 25 hours or \$375 is part of each family's tuition. Families who have not met the volunteer hours requirement by the third grading quarter, will be notified by letter early in the second semester. Bills for payment in lieu of remaining hours worked will be sent out in April. Please remember to submit your Volunteer Hours Forms!

#### **How do we submit mail, payments or request reimbursement for expenses to SAPA?**

Two lock boxes are located outside the main office, at the Parent Information Center: One for Volunteer Hours forms and another for all other mail, deposits or payments (cash or checks) to SAPA.

#### **How much money did SAPA raise last year and how were the funds allocated?**

St. Andrew's Families

August 2009

Page 4 of 4

Many thanks to each of you for the time and talent you contributed to our school community last year. Because of your support, SAPA was able to meet our initial financial obligation of \$30,000 to the school's operating expenses and provide an additional \$54,000 to our school. Out of those additional funds, SAPA provided \$3,600 to support the teachers with back to school costs and gave \$20,500 to the scholarship fund.

Doing our part to help the environment, SAPA will continue to communicate **all** information regarding **fundraisers**, social events, meetings and updates through an emailed version of SAPA's *Thursday Notes*. If you are a new family or have not signed up for the e-mailed version of Thursday Notes in the past years, we hope that you will help to *make this program a success* by "*STAYING CONNECTED*". Register one email address or multiple email addresses. To register, fill out the enclosed "*STAYING CONNECTED*" form and turn it into SAPA via school mail. Again, if you were on the list last year then no need to re-register.

As your parent association's Board and Advisors, we want to serve you and provide activities that you will find useful and interesting. We welcome your suggestions, concerns, or questions. Your support, creativity, and enthusiasm are always appreciated. Thank you in advance for your commitment to build our children's school and parish community in the school years that lie ahead.

Sincerely,

Felicia Lester, President  
Mary Philogene, Vice President  
Jean Paul, Treasurer  
Tracey Bourke, Secretary  
Tanya Patzy, Advisor  
Richard Mackenzie, Advisor  
Maria LaNoire, Advisor  
Doreen Hope, Advisor  
**2009-2010 SAPA Board**