

SAINT CATHERINE

of Siena Parish School

DISCOVERYOURSELF

Request Form

P.T.G. Fundraisers, Drives, Collections, and Service Projects

Send to: christian.joyce@gmail.com

In keeping with the P.T.G.'s (Parent Teacher Guild) purpose to plan and organize fundraising opportunities, foster community support, provide educational enrichments, and promote school spirit we ask you to provide the following information to the PTG community service coordinator. St. Catherine of Siena's community service mission is to maximize every student's potential to be of service in Catholic faith.

This years theme: May God's Peace Rule Over Our Hearts

Name: _____ Date: _____
Phone: _____ Email: _____

- Requested fundraiser/collection/drive/project: _____
- Organization/group served: _____
- Organization website and/or contact person: _____
- How students can be involved: _____
- Desired or anticipated length of drive: _____
- Anticipated funds/donations required to set up drive : _____
- Materials required: _____
- Volunteers needed: _____
- Desired outcomes: _____
- Other pertinent information: _____

Thank you for your submission. The community service coordinator will read and respond to your request regarding questions/clarification within a week of receiving the request. The request will then be submitted to the Executive Board and Principal per approval. Your patience in this process is greatly appreciated.

Thank you for acting as ambassadors of goodwill and being of service to the greater school community.

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Example:

- Requested fundraiser/collection/drive/project: *Leukemia and Lymphoma Coin Collection*
- Organization/group served: *Leukemia and Lymphoma Society*
- Organization website and contact person: *http://www.lls.org/*
- How students are involved: *Students are educated on those affected and service opportunities during morning assembly and classroom instruction. Students are encouraged to complete chores at home to earn coins and donate coins during the week.*
- Desired or anticipated length of the drive: *One week during spirit week May 28th-31st*
- Anticipated funds/donations/materials required to set up drive: *Donation of 12 decorated coin canisters, one for each classroom and one for the front desk*
- Volunteers needed: *2 parent volunteers and teachers. Parent collects jars and helps students decorate jars prior to spirit week. Teacher or parent to collect coins at the end of each day and bring to Tracy in the office. At end of the week parent volunteer to collect coins and submit check to charity.*
- Desired outcomes: *Raise \$500 for Leukemia and Lymphoma and increase student's awareness of the disease and how they can be a part of the solution*
- Other information: *This charity is near and dear to my heart because my sons' great grandfather is benefitting from the medical advances due to research completed by this society. I would like to volunteer my time and energy to raise awareness of this organization and teach the students how they can help.*

Questions to consider prior to approval...

- **Is the community service or fund appropriate to the students' age and developmental abilities?**
- **Is the service project in line with St. Catherine of Siena's mission to maximize every student's academic potential, personal responsibility and service to others through Catholic faith?**
- **Is the service project in line with the theme for the year, which was presented by Fr. Urell and voted on by teachers?**
- **Does the time and energy required match the desired outcome?**
- **Is the fundraiser similar to one already in place? Can the fundraiser be combined with another school wide event?**
- **Does the opportunity connect the students to real-world needs?**
- **Does the opportunity help students apply knowledge gained in the classroom with real life situations?**
- **Does the opportunity promote civic awareness and social responsibility?**