

October 9, 2017

Dear IHM K-8 Families:

As members of the IHM Home & School Association, each family is required to fulfill the following complete volunteer shifts at the IHM HSA Food Fundraisers that help offset the financial obligation the Home & School Association has with the Parish.

Here are the things you need to know about this year's volunteer requirements:

- 1) Shifts for the following events will count toward your volunteer requirement:
 - Trivia Night November 3, 2017
 - Take-Out Fish Fry December 8, 2017
 - Fish Fry February 17, 2018
 - Fish Fry February 23, 2018
 - Fish Fry March 9, 2018
 - Fish Fry March 16, 2018
- 2) The electronic sign-up will be open for the following dates if you would like to pre-select the dates and positions that work best for you and your family:
 - **Opens: 10/11/17 at 3:30 PM**
 - **Closes 11/1/17 at 10:00 PM**
- 3) If you have not selected your preferred shifts by November 1, you will be assigned shifts and these will be communicated to you through email. If you plan to buy out of your shift(s) please notify the HSA.
- 4) Dual-parent households are required to work five (5) shifts at the 6 events listed above.
Single-parent households are required to work two (2) shifts each. This equates to each parent volunteering seven to 10.5 hours for all the fundraising events hosted.

We know that many families often choose to work more than the required number of shifts and we thank you for that.
- 5) These shifts must be filled by adults; you may not send a child to fulfill your shift unless pre-approved by the Home & School Board.
- 6) Childcare will be available at the 2/17, 2/23, 3/9 and 3/16 events for those who will need that option. There is a nominal fee charged for this service which covers dinner for your child(ren). Childcare is only available to those who are volunteering (not to those dining.)
- 7) Any shifts not fulfilled will be billed at a rate of \$125 per shift. Missed shifts will be billed on Smart Tuition in May 2018.
- 8) If you have any questions, please email ihmhsa@gmail.com and a member of the HSA Board or someone on the scheduling committee will get back to you.
Please do not contact the office with Fish Fry scheduling questions or issues.

IHM HSA Board- Sandra Splinter BonDurant, President | Mike Lipski, Vice President |
Matt Matenaer, Treasurer | Christina Engelhart, Secretary