



Sacred Heart Catholic School 2026-2027 Policy

About PTC

The purpose of Sacred Heart School PTC is to provide parents with the opportunity of acquainting themselves with all facets of Christian education; foster unity, cooperation and understanding between parents and teachers; promote a cooperative Christian spirit among parish, school and community; and provide financial assistance to the school. Any parent or guardian who has a student enrolled at Sacred Heart Catholic School is a member of the PTC.

The Sacred Heart PTC was organized to conduct fundraising projects to help meet the financial responsibilities and requirements of Sacred Heart Catholic School. Every parent or guardian, who has a student enrolled at Sacred Heart in grade Pre-K 3 through Sixth Grade, as well as our faculty and staff, is a member of the Sacred Heart Catholic School PTC.

Sacred Heart PTC

Fundraising is a vital function of our school. For the 2026-2027 school year, the cost of educating a student at Sacred Heart is \$11,500 per student. Since tuition accounts for less than half of this cost, the remaining balance must come from outside sources. PTC events generate much needed revenue, require numerous workers to be successful, and are also a great way to get to know our Sacred Heart School family.

PTC Officers

- There are four officers: President, Vice President, Secretary, and Treasurer.
- Each officer serves a Two-year term.
- An officer earns all 7 points each year of service.
- If you are interested in any of the positions, please contact one of the present officers to learn more about what is involved in holding one of these positions.

2026-2027 PTC Officers

- * President: Katelin Roecker- wolffk05@gmail.com
- * Vice President: Mica Klesel- micalynklesel14@gmail.com
- * Treasurer: Elizabeth Kubicek- jekubicek2016@gmail.com
- * Secretary: Shelby Beseda- sjdeen221@yahoo.com

PTC Meetings

- Scheduled every second Wednesday of the month September through May at 4:30 PM or time subject to change
- It is mandatory to attend 1 PTC meeting for both fall and spring semesters for a total of 2 meetings for the school year. You will earn .25 points by attending these 2 mandatory meetings.
- Learn about upcoming events, past events, school happenings, etc.
- Agendas are distributed via email prior to scheduled meetings in the Thursday newsletter prior to PTC meeting.
- PTC minutes and Treasurer report will be sent out via email.

Festival Point System

The system is a thoughtfully organized method that facilitates equal participation of school families in the collaborative effort to raise money for our school.

- When paying subsidized tuition rather than cost based, families are required to work a minimum of 7 points at Sacred Heart sponsored events. Points are **PER FAMILY** not per child. Even a split household only needs 7 points.
 - PTC points begin accruing in August and must be complete by the end of May.
 - Each event worked will earn the number of points assigned to that event
 - Working more than 7 points does not result in additional tuition credit. Your tuition expense remains.
- The **family minimum at every festival is 1 point with a maximum of 3 points.**
- Points above the family maximum can only be earned in the following circumstances:
 - Serving as Chair Committee-please refer to officers for details
 - If there are unfilled slots 2 weeks prior to the festival, the point maximum is lifted with approval from administration or PTC officers.
 - Working beyond the scheduled time or covering a shift in the festival of an unforeseen circumstance occurring at the time of the festival – provided the following criteria have been met:
 - The chairperson of that booth/festival must approve your time served
 - The extra shift must be short workers
 - The entire shift must be worked to get the additional point
- The person signed up to work the festival must be an adult and can include a relative or friend. You cannot have your child/student work in your place unless you are of high school age or older. Children are welcome to work with their parents.
- If you sign up to work a shift and that booth is shut down before your shift starts, please visit other booths to see if you can provide assistance. If your assistance is not needed, you will still earn your point(s), but must contact the chair of the booth you were originally signed up for.
- All cancellations or shift changes should be done four days prior to an event by contacting the chairperson
- Throughout the year, there may be events that Sacred Heart hosts for point opportunities outside of mandatory festivals. Please consider volunteering your time for Sacred Heart School. Remember the proceeds benefit your children!

Family Requirements – Fall & Spring Festivals

Each family is required to sell the minimum number of dinner and raffle tickets established by the school administration and PTC Officers for both the Fall and Spring Festivals. Meeting the required sales fulfills your family commitment but does **not** earn PTC points. Families who sell **above** the required minimum will earn additional points as follows:

- **Raffle Tickets** (beyond the required 36 tickets)
 - Sell an additional **\$300** in raffle tickets – **1 point**
 - Sell an additional **\$150** in raffle tickets – **0.5 point**
- **Dinner Tickets** (beyond the required 10 tickets)
 - Sell an additional **20 dinner tickets** – **1 point**

As outlined in the PTC policy, working your assigned festival shift and completing your required ticket sales are mandatory for all families. Families who do not fulfill these requirements will be charged the following:

- **Required tickets not sold: \$300 (unsold raffle tickets: \$150, unsold dinner tickets \$150)**
- **Mandatory festival shift not worked: \$200**
- If you are unable to work your assigned shift, you are responsible for finding someone to work the shift in your place.
- ****TEFA money may not be used toward voluntary PTC commitment**

Other Service Point Examples:

- PTC Officer: 7 pts
- PTC Member: .25 pts per meeting attended (2 mandatory meetings for every family)
- Fall/Spring Festival: Refer to Festival Point System above
- Donate up to 1 auction item for Fall and/or Spring Festival valued at \$200.00-1 pt
- School Advisory Board: 3 pts
- Need based request (items or service the office/teachers request that can be donated or completed by parents) .5 pt to 1 pt
- Taking car trailer to recycling (this is done once a month-limited to 1 shift per family)-.5 pt
- Other various tasks/opportunities that come up throughout the year such as but not limited to PTC events. Refer to the Flyer handed out at Open House.

Service Point System Tracking

- When you work an event, make sure and sign in/check in on the Sign-In Sheet. If you cannot find it, please ask the chairperson. These sign in sheets are records of shifts worked. The chairman turns in their respective sign-ins to the PTC Vice President for final points.
- The PTC Vice President is responsible for keeping track of points earned.
 - Point statements are issued through FACTS.
 - Statements are also available by request to the PTC Vice President
- Mandatory Point earnings for each family must be completed by the end of the school year. At this time, you will receive a final statement which may include the following:
 - \$450 due per unearned point -**TEFA money may **not** be used toward voluntary PTC commitment
 - Any remaining unearned family requirements (refer to **Family Requirements**)
 - Your unearned point balance may be charged to your FACTS account before final report cards are issued.
- Your family must have either worked or paid the full tuition point balance before the start of the following school year to be eligible for subsidized tuition in that following school year.

- Special considerations may be considered for families that have registered in August or later. It may be difficult to meet the point obligations in this circumstance. We do ask that these families make every effort possible to work any remaining Sacred Heart sponsored Festivals or PTC hosted events per the guidelines in this document.