

## ***SAINT MARY'S "ASSESSMENT" PROGRAM***

### ***1. WHAT IS THE ASSESSMENT FEE AND WHY IS IT SEPARATE FROM THE TUITION I PAY?***

The Diocese of Pittsburgh mandated that each Catholic School must raise 10% of the yearly school budget through fundraising. St. Mary School has chosen to satisfy much of this requirement by assessing each school family an Assessment Fee in addition to fundraisers held throughout the year. The Assessment Fee is separate from tuition because it is based per family; it is not based on the number of children in each family, as tuition is. This Assessment Fee is MANDATORY. The Assessment Fee for the 2010-2011 school year is \$500.00.

### ***2. HOW CAN I PAY THIS FEE?***

This fee may be paid by cash, check, and/or by participating in the Scrip Program. The 2010-2011 Assessment Program begins March 1, 2010 and ends February 28, 2011.

### ***3. HOW DOES THE SCRIP PROGRAM WORK?***

St. Mary's School purchases gift certificates from vendors at a discount and makes them available for purchase at face value to school families. Ex. SMS purchases a \$100 Giant Eagle gift card for \$96.00; the purchasing family pays \$100 and is credited the \$4.00 difference. *The card can be used to purchase \$100 worth of goods at Giant Eagle.* Each purchase made is credited to a designated school family. Assessment credit can also be earned by selling Entertainment Books, participating in special events throughout the school year, working at lunchtime in the school cafeteria or as a playground monitor. You can even go on-line and earn Assessment credit for your purchases.

### ***4. WHAT IF I GO OVER MY ASSESSMENT GOAL?***

Any money credited to your account above the \$500.00 Assessment Fee is "split." Half of the remaining money stays in the Assessment Program; the other half is yours to be credited either to next year's tuition or Assessment Fee.

### ***5. HOW DO I PURCHASE SCRIP?***

Scrip can be purchased in the following ways:

**DAILY** – Each school day, the Scrip Office is open from 8:00-10:00 a.m. Summer hours in June and August are Monday, Wednesdays, and Fridays from 8:00-10:00 a.m. In July, the Scrip Office will be open Mondays and Fridays only from 8:00-10:00 a.m. You can stop by in person and purchase "in-stock" Scrip (see attached) or use the "Blue Envelope" through school mail when school is in session. The filled order will be returned the same day with the child that you designate.

**WEEKLY** – A larger selection of Scrip is available weekly using the Blue Envelope. The order must be received Monday morning by 9:00 a.m. and will be returned to you on Friday through the child that you designate.

**WEEKENDS** – Giant Eagle and Shop’n Save grocery cards are available Saturday evenings from 4:45 to 6:00 p.m. and Sunday mornings from 9:45 to 11:00 a.m. in the church lobby.

- Scrip forms can be printed out from the St. Mary School website.
- Daily and Weekly Scrip orders can be dropped off at the Giant Eagle table on the weekend and picked up at the same location the next weekend.

**6. HOW DO I KEEP TRACK OF MY ASSESSMENT ACCOUNT?**

A “Family Assessment Report” is sent to each family quarterly throughout the school year through school mail. This report shows the amount of credit each family has accrued to date. A Final Assessment Statement/Bill will be sent to each family after February 28, 2011. This Statement/Bill will list Assessment credit for Scrip purchased through February 28, 2011.

**7. THAT IS A LARGE AMOUNT TO EARN – GIVE ME SOME HINTS!**

- *Anticipate your needs!* Purchase Scrip on a regular basis for gas and grocery cards so you will have it when you need it!
- *Spread the word!* Ask family members to help you by purchasing Scrip, too – anyone can purchase it and give you the credit! If a family member is making a large purchase (*i.e. furniture-Macy’s, home repairs-Home Depot/Lowe’s, technology -Best Buy, appliances-Sears*) they can purchase Scrip to use like cash!
- *Use Scrip to purchase gifts or give as gifts, especially at Christmas!*
- *Use Scrip to pay Kohl’s credit card accounts*

**8. OK – WHEN DO I START?**

As soon as possible! The new school year Assessment quarter starts March 1, 2010 for the 2010-2011 school year. Any purchases made during the summer months will be credited to the 2010-2011 school year.

**9. I STILL HAVE QUESTIONS – WHO DO I TALK TO?**

Start with the people who run the program; we will be happy to answer any questions you have. Stop in the Scrip Office or call Coleen Sarosi @ 412-486-6622 or Jennifer Maltese @ 724-265-5356.