

November, 2018

Dear St. Mary's Families,

As the Christmas season draws near and you start to make your many lists, we are here to help. If you are wondering what gifts to give to the classroom teachers, special teachers, office and maintenance staff at St. Mary's Visitation School, look no further because we have the program for you – The In Appreciation Fund.

Instead of struggling with gift giving ideas, simply make a contribution to the In Appreciation Fund and the monies you contribute benefit all of the teachers and staff at St. Mary's Visitation School. Why? Because we appreciate all of the work they do in creating an enriching learning environment for our children!

The monies collected will be divided over the entire staff of the school and a card listing every family that contributed, regardless of amount, will accompany each individual recipient's gift. The cards and cash gifts will be distributed to the staff before Christmas break.

It's easy to participate! Simply follow these three easy steps by **Friday, December 7th**:

1. Detach the bottom portion of this letter and enter your Family name
2. Make your check payable to the **St. Mary's In Appreciation Fund**
3. Send 1& 2 to the School Office (preferably in an envelope labeled "In Appreciation Fund")

Your generosity will give the teachers and staff a wonderful gift this Christmas season and the message that St. Mary's families truly appreciate all their efforts.

Best wishes for a blessed Holiday season,  
Rebecca Mindy & Amy Van Ells

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The St. Mary's In Appreciation Fund  
Send to the SMV School Office in an envelope to the attention of The In Appreciation Fund  
Family Name:

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(Please print clearly, as it will appear on the card; name only please)

\*Confirmation e-mail (optional – please print clearly)

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Please return to school no later than **Friday, December 7th, 2018**. Checks should be made payable to the **St. Mary's In Appreciation Fund** (checks with alternate payees will be returned)

## **Frequently Asked Questions about the St. Mary's In Appreciation Fund**

### **Why would I want to participate?**

This is a voluntary program, run by school parents, that enables your family to contribute any dollar amount you feel comfortable with, to be pooled together with other contributions and given to the St. Mary's Visitation School staff as a gift. It was created to save parents' time and energy in selecting gifts for the people at school that work with our children, and to give all teachers and staff a special monetary gift.

### **Where will the monies go?**

The monies are deposited into a restricted use St. Mary's account that can only be used for the In Appreciation Fund. These funds cannot be used for any other purpose.

### **Are there any administrative or other fees as a result of this fund?**

No. This ensures that all monies you contribute go directly to the intended recipients, the St. Mary's School staff.

### **Who receives the monies from the fund?**

The entire staff of St. Mary's Visitation School. This includes the home room teachers, special teachers (PE, Library, Spanish, Music, Computer, After School Care, Resource teachers, etc.), the administrative staff (office staff) and the maintenance & kitchen staff. All of these people are important in the lives of our children attending St. Mary's.

### **How are the monies distributed?**

The monies will be pooled together and then distributed equitably as a cash gift to the recipients. This is based upon their employment status at the school; full time vs. part time.

### **How will the gift recipients know we contributed?**

A card listing every family that contributes to the fund, regardless of dollar amount, will accompany each individual recipient's gift.

### **When will the gifts be given?**

The card and cash gift will be distributed to the staff before break.