

Parent-Teacher League (PTL)
2020-2021 Handbook

Our Shepherd
Lutheran School





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Our Shepherd Lutheran School
Parent Teacher League 2020-2021

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248-302-4132



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Service Hours Overview

Our Shepherd Lutheran School is a ministry, community and family who *Gather, Nurture, and Serve because Jesus Loves*. OSLS PTL supports this mission by providing opportunities for parents to come together to use their gifts while making a difference to someone; teacher, child or parent as we grow together in these common goals.

Ways to serve Our Shepherd Lutheran School:

PTL Time and Talent Hours

10 hours (or \$10/hr buy out)

Contact: Sandi Marvar | timeandtalent@ourshepherd.net | 248-821-6138

Service Hours reported at <https://bit.ly/3ahxB27> See Time and Talent FAQs section for more information.

PTL Parent Work Sessions

Work one scheduled (Fall, Winter or Spring) work session (4 hours) each school year (or \$50 buy out)

Dates:

Fall Cleanup – 11/21/20

Winter Cleanup – TBD – 1/30/21 or 2/6/21

Spring Cleanup – 4/24/21

Contact: Scott Kamm | skamm7@yahoo.com | 248-302-4132



Time and Talent FAQs

All families of children who attend Our Shepherd need to donate a minimum of 10 hours of their time throughout the school year. The program is set up for each family to earn credits for the many different ways they support and enrich the teachers and environment of our school. This time can be spread out among different qualifying events and service areas. **Due to the current COVID situation opportunities and requirements may change. It is important to READ the weekly Lambs Connection Newsletter and school emails for updates and opportunities.**

What counts toward completion of Time and Talent Hours? Time and Talent Hours can be earned by volunteering for activities that are general school events or PTL functions. If the function is an elective program (i.e. sporting event, before/after school clubs such as drama, scouts, German club, etc) then the hours you spend supporting these functions would not count toward your Time and Talents balance (The exception to this rule would be head coaching sports teams or clubs. See below.).

Traditional Common ways to serve: *This year may be different due to COVID*

- Teacher support: memory, reading, grading, centers, copies, collating, cutting, field trip driver/chaperone, etc. (Many support activities can be done at home).
- SCRIP assistance (our largest fundraiser)
- Library assistance
- Office assistance
- Teacher Appreciation and Lutheran Schools Week (decorating, planning and other volunteer activities requested by the PTL)
- School bulletin boards or virtual electronic postings
- Special events during the school day
- Set-up/Clean-up of school or PTL events
- Support of any other PTL sponsored activities and fundraisers in specified volunteer areas
- Head coaching JV/Varsity sports, drama, chess, or other clubs (counts for a maximum of 5 hours)
- Serving as room parent (counts for a maximum of 5 hours)

Important Note: Participation in PTL parent work sessions and kitchen hours are separate from Time and Talents. Hours spent on these two activities DO NOT count toward completion of your Time and Talent hours.

The last day for reporting Time and Talent hours will be Friday, May 21, 2021. Final balances will be updated in RenWeb by Wednesday, May 26, 2021. We kindly request that any balances be paid in full by Wednesday, June 2 to help the office with closing out accounts before the end of the year. **NOTE:** hours must be submitted by filling out the entire Google form. We strongly encourage families to report their hours as they complete them, rather than waiting until the final deadline to report them all at once, so that the required information is still fresh in your mind as you fill out the form.

Do I report my participation in PTL Parent Work Sessions and Kitchen Hours using the Time and Talent Google form? No. Participation in PTL Parent Work Sessions and Kitchen Hours are reported



and recorded by their respective chairpersons. These hours do not need to be reported using the Time and Talent form.

What happens if I cannot complete my required 10 Time and Talent Hours? Families may opt to buy out of their Time and Talent responsibilities. The buy out cost is \$10/each for hour not completed.

How do I check my Time and Talent balance? Time and Talent balances are recorded and reported in RenWeb at the end of each academic quarter. Deadlines are published in the [Lambs Connection](#). Instructions for checking/paying off your Time and Talent balance can be found on RenWeb under Resource Documents. The file is entitled PTL Service Hour Payment Instructions. **Please note** that balances are not updated in real time as Time and Talent report forms are received. Balances are updated manually at the end of each quarter. Keep this in mind when checking your balance. If you feel you should have more hours reported than what is showing in RenWeb, consider waiting until the end of the current academic quarter when RenWeb is updated again, or contact the Time and Talents coordinator directly to check your balance. **Completion email** is sent from the Time and Talent email once the required hours have been fulfilled.

Who do I contact if I have questions about the Time and Talent program? Sandi Marvar is the Time and Talent coordinator for the 2020-2021 school year. She can be reached for questions at timeandtalent@ourshepherd.net or 248-821-6138.



PTL Fundraising

Traditionally, PTL hosts 2-3 main fundraisers: Walk-A-Thon in October, Spring Flower Sale in May and typically a smaller fundraiser in November/December. This year may be different, due to COVID. Watch Lambs Connection and your child(ren)'s Friday folder for more information on these events.

Contact: Meghan Pott | kellmeghan@yahoo.com | 248-722-7730

Support our school with shopping you are already doing! From your efforts, our school has earned cash to buy items such as books, playground picnic tables, classroom supplies, frames for student's artwork and more!

Kroger Rewards

Visit www.krogercommunityrewards.com, click on "Michigan" then "enroll or re-enroll." All participants must have a valid online account at Kroger.com

Amazon Smiles

If you shop Amazon, you can help our school by selecting Our Shepherd Lutheran as a recipient charity in their Amazon Smiles program.

General Mills Box Tops for Education

Our school can earn up to \$60,000 each year! Clip the labels that say box tops for education and send them to your child's classroom or use the new app! See details on next page.

Contact: Esther Spanos | spanose@ourshepherd.net



EARN CASH FOR OUR SCHOOL

NO MORE CLIPPING. ALL YOU NEED IS YOUR SMARTPHONE.

The NEW and improved Box Tops mobile app uses state-of-the-art technology to scan your store receipt, find participating products and instantly add Box Tops to our school's earnings online.

LOOK FOR
THE NEW
LABEL:



HERE'S HOW IT WORKS:



BUY BOX TOPS PRODUCTS

You can find Box Tops on hundreds of products throughout the store.



SCAN YOUR RECEIPT

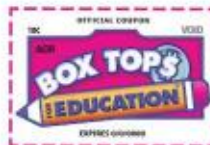
Use the app to snap a photo of your receipt within 14 days of purchase.



EARN CASH FOR OUR SCHOOL

Box Tops earnings are identified and automatically updated at BTFE.com.

You do not need to clip or send Box Tops labels to school.



BOX TOPS CLIPS ON PACKAGES

Traditional Box Tops clips are being phased out of production but may continue to be found on many products throughout the store as packages transition to the new Box Tops labels. **You can still clip these and send them to school.** Please make sure each clip has a valid expiration date.



SEE PRODUCTS & LEARN MORE ABOUT
THE BOX TOPS APP AT BTFE.COM

© General Mills

THE ALL-NEW BOX TOPS IS HERE!
DOWNLOAD THE APP:





Help PTL fundraise the easy way – you do not have to sell anything!

Raise money for PTL simply by using gift cards where you're already shopping. It's easy, rewarding, and fits perfectly into your busy life

Each gift card you purchase earns a rebate (rebates range from 1%-20% depending on the retailer). A portion of all rebates go directly to PTL to help support our children's education. The remainder of the rebates you earn are yours to apply towards tuition, childcare, Camp Arcadia, Tuition Assist fund, 8th grade trip, outdoor education, and MUCH MORE! **Over 750 retailers to choose from. Check out shopwithscrip.com for the full list.**

Staples



STARBUCKS™



amazon

- Use the app to easily place orders, and manage e-gift cards and reloads. Search "RaiseRight Fundraising" on the app store or google play
- Order and Pay online from your bank account/credit card or by check at the church office.
- You can also purchase e-gift cards or reload gift cards for immediate shopping!
- Rebates are accumulated throughout the year and distributed at the end of each school year.

FOLLOW THESE SIMPLE STEPS TO SIGN UP AND START EARNING TODAY:

→ SET UP AN ACCOUNT.

Email the coordinator at scrip@ourshepherd.net to request an email invitation.

→ PLACE YOUR SCRIP GIFT CARD ORDER

Order online at shopwithscrip.com or the **RaiseRight Fundraising app**. We encourage online orders, if you need help placing an online order we can help. Email scrip@ourshepherd.net. E-gift card/reload orders can be placed anytime. **Order dates for physical cards are on the back!**

→ EARN MONEY FOR OUR SHEPHERD PTL (AND FOR YOURSELF) WHILE YOU SHOP (don't forget Scrip when buying gifts!)



Make sure to follow the [Our Shepherd Lutheran PTL](#) page on facebook for Scrip reminders and updates throughout the year



New to Scrip?

All families who place their *very first* Scrip order by 9/28/20 will be entered to win a \$25 gift card of your choosing (from inventory stock).

After placing your first order, email the coordinator for entry into the contest. One entry per family

Scrip Coordinator: Erin Springer
scrip@ourshepherd.net/248-770-2999

SEE BACK SIDE FOR 2020-2021-SCRIP ORDER DATES
AND MORE DETAILS ON HOW TO ORDER





OUR SHEPHERD LUTHERAN SCHOOL PTL - SCRIP ORDER DATES 2020-2021

Orders for physical gift cards will be placed the following MONDAYS
(all orders must be placed online by 8:15AM Monday morning):

August 26**	January 11
September 14	January 25
September 28	February 8
October 12	February 22
October 26	March 8
November 9	March 22
November 23	April 12
November 30	May 10
December 7	May 24
December 14	

**August 26th is a WEDNESDAY. Orders must be placed online by Noon Wednesday on this day only.

IF YOU DO NOT HAVE A SCRIP ACCOUNT, PLEASE EMAIL THE SCRIP COORDINATOR AT SCRIP@OURSHEPHERD.NET AND WE WILL SEND YOU AN INVITATION TO SIGN UP.

How to Order PHYSICAL Gift Cards:

- Orders for PHYSICAL CARDS will be placed 2x a month. Please place orders online at www.shopwithscrip.com or order on the new mobile app "RaiseRight Fundraising".
- **Due to limited access to the school office this year orders must be placed ONLINE by 8:15am on the order date.** If you have never placed an online order before please contact me and I will help you.
- Paper order forms will be accepted in the church office only BUT must be placed in the scrip mailbox by Noon on Sunday before the order date (it is still much preferred for everyone to order and pay online!).
- We are encouraging everyone to pay online with ACH or credit card (requires a fee). If you would like to pay by check you may place a check in the church office by Noon on Sunday before order date OR contact me and we will work something out. Payment must be made BEFORE orders will be processed.
- The orders will be delivered back to school (or church office) usually by Wednesday of that same week. The physical card orders will be placed in your child's backpack and sent home that way.

How to Order Reloads or E-gift cards:

- Many Scrip retailers offer reloadable cards and/or e-gift cards. **You can order reloads or e-gift cards at any time.**
- Best way to order e-gift cards/manage reloads is with the app. Search for "RaiseRight Fundraising" in the app store or google play. You log in to the App same as you would on the website.
- Once you order and pay online you can use your e-gift card immediately right from the app.
- If you are reloading a physical gift card, you order and pay online and then the balance is added to your card.
 - The physical card you are reloading just have been purchased through Scrip.
 - Most reloads are available right away, but a few retailers (like speedway and Meijer to name a few) have a waiting period before funds are available on your card.

Inventory:

Typically we carry a small stash of the most frequently requested cards that are available for cash and carry. For the time being due to the limited access to the school office we will not have the inventory box in the office. I will keep everyone posted on when/how inventory will be available as the school year progresses.

EVERYTHING IS SUBJECT TO CHANGE AS THE SCHOOL YEAR PROGRESSES. PLEASE WATCH YOUR EMAIL/PTL FACEBOOK PAGE FOR UPDATES.

Questions? contact Erin Springer at scrip@ourshepherd.net or 248-770-2999 (text/call)



PTL Budget 2020-2021

Our Shepherd Lutheran School PTL 2020-2021 Budget								
		Approved Budget			Actual			Notes
		Forecast						
INCOME								
Event	Month	Revenue	Tithe	Income	Revenue	Tithe	Income	
Time and Talents Buy-Outs (previous year)	August	850.00	85.00	765.00	-	-	-	
PTL Family Dues	October	5,920.00	592.00	5,328.00	-	-	118 @ \$ 40.00 & 60 @ \$ 20.00	
Fall Fundraiser (Walk-A-Thon)	October	12,000.00	1,200.00	10,800.00	-	-	-	
Roller Skating Party 1	November	600.00	60.00	540.00	-	-	-	
Roller Skating Party 2	March	400.00	40.00	360.00	-	-	-	
Spring Fundraiser (Flower Sale)	May	2,700.00	270.00	2,430.00	-	-	-	
Koger Funds	June	750.00	75.00	675.00	-	-	-	
Scrip Income	June	2,600.00	260.00	2,340.00	-	-	-	
Savings Account Interest Income	Quarterly	8.00	0.80	7.20	-	-	-	
Miscellaneous Donations	N/A	-	-	-	-	-	-	
TOTAL INCOME:		25,828.00	2,582.80	23,245.20	-	-	-	
EXPENDITURES								
Event	Month	Expense		Expense				
Teacher Classroom Seed Money - class teachers	August	1,200.00		-	10 @ \$ 120.00 per teacher			
Teacher Classroom Seed Money - specials teachers	August	300.00		-	5 @ \$ 60.00 per teacher			
Teacher Classroom Seed Money - Pre-school aides	August	240.00		-	4 @ \$ 60.00 per aide			
Teacher Return to School Lunch	August	283.00		-				
Back to School BBQ	August	2,000.00		-				
7th Grade Outdoor Education (Camp Sherman)	August	1,000.00		-				
Teacher Birthday Gifts (SCRIP) - class teachers	September	450.00		-	15 @ \$ 30.00 per teacher			
Teacher Birthday Gifts (SCRIP) - specials teachers	September	150.00		-	5 @ \$ 30.00 per teacher			
Teacher Birthday Gifts (SCRIP) - Pre-school aides	September	60.00		-	4 @ \$ 15.00 per aide			
Teacher Anniversary/Retirement	September	150.00		-	Spanos anniversary			
Teacher Anniversary/Retirement Gift(s)	September	50.00		-	Spanos anniversary			
Fall Fundraiser (Walk-A-Thon expenses)	October	1,849.00		-				
Fall Fundraiser (Walk-A-Thon prizes)	October	200.00		-	Projected Profit = \$ 6,351.00			
Fall Fundraiser (Walk-A-Thon 8th grade trip)	October	2,400.00		-				
8th Grade Class Trip - Washington D.C.	October	1,000.00		-				
Parent Work Session 1	October	50.00		-				
Trunk or Treat	October	500.00		-				
Parent/Teacher Conferences Staff Lunch	November	283.00		-				
Roller Skating Party 1	November	350.00		-	Projected Profit = \$ 190.00			
Parent Work Session 2	January	50.00		-				
Lutheran Schools Week Church Coffee Hour	January	150.00		-				
School Assembly 1	January	700.00		-				
5th/6th Grade Outdoor Education (Camp Sherman)	September	1,000.00		-				
Roller Skating Party 2	March	350.00		-	Projected Profit = \$ 10.00			
Grandparents/Special Friends Day	March	-		-	Only in even numbered calendar years			
8th Grade Camp Arcadia Scholarships	April	600.00		-				
Parent Work Session 3	April	50.00		-				
School Assembly 2	May	700.00		-				
Teacher Appreciation Week Staff Luncheon	May	600.00		-				
Spring Fundraiser (Flower Sale)	May	1,650.00		-	Projected Profit = \$ 780.00			
Awards Night	May	50.00		-				
Field Day	May	500.00		-				
Room Parent Year End Gifts	May	180.00		-	18 @ \$ 10.00 per Room Parent			
School Technology Enhancement	May	1,000.00		-				
School Facility Enhancement (Budget)	May	1,000.00		-				
School Facility Enhancement (Savings)	May	1,000.00		-	Donation from previous year surplus			
8th Grade Graduation	June	1,000.00		-				
8th Grade Graduation Gifts	June	500.00		-	20 @ \$ 25.00 per graduate			
AR Party	June	250.00		-				
Teach Appreciation Activities	3 per year	150.00		-	3 @ \$ 50.00 per activity			
Family Life Events Support	N/A	150.00		-				
Miscellaneous School Supplies/Re-imbursments	N/A	100.00		-				
TOTAL EXPENDITURES:		24,245.00		0.00	Includes savings donations expense			
FORECAST (H) AND CURRENT ACTUAL (N) NET BALANCE:		(999.80)		0.00	Includes savings donations expense			
PROJECTED YEAR END ACTUAL NET BALANCE:		(999.80)		0.00	Includes savings donations expense			
Checking Account Balance:		\$ 11,491.09						
Savings Account Balance:		\$ 7,226.81						