

Table of Contents

Table of Contents	1
2024 Immaculate Conception Academy Spring Fundraiser	2
Introduction.....	4
“Selling” Tickets.....	6
Preparing Money for Turning In	9
Turning in Tickets.....	10
Family Goals.....	13
Checking Your Family Ticket Sales Status	13
Final Notes	14
Appendix 1 - Prizes and Incentives	15
Appendix 2 - Questions You Must be Ready to Answer	17
Appendix 3 - Important 2024 Fundraiser Dates	18

2024 Immaculate Conception Academy Spring **Fundraiser**

Dear Parents,

Immaculate Conception Academy continues its work in directing the boys entrusted to our direction and care to their last end and preparing them with the tools needed to achieve excellence; namely, holiness. Of course, there are the many and necessary lessons in the arts and sciences of daily life in this world, which are subordinated to and rightly directed to our Last End. To achieve this work of mercy, we rely upon the generosity of many benefactors to meet the material demands this entails.

Additionally, the generosity of you and your sons in the Academy's annual Sweepstakes Fundraiser assists both the operation of the Academy and the monetary demand laid upon Catholic families. Thank you for your generous support last year - I now ask you to give your time and effort to also make this year's Sweepstakes a great success, whereby we pull together to continue the support of Catholic Education.

This year's Fundraiser will run from March 7th to May 6th. May we all profit from the inevitable sacrifices involved in making our annual Fundraiser profitable, both materially and spiritually. Please help us help your son to develop his sense and effort in generously fulfilling his role of manly responsibility, contributing to the Fundraiser. It is necessary to return unused tickets and funds raised to the Academy Office, at the beginning of each week. Here follow the principal guidelines for this year's Fundraiser:

- If you send mailers to family and friends, ensure they are returned to your home address well before the final deadline for all returns of funds and your ticket turn-ins.
- If you solicit donations by email, include the Fundraiser's website address, www.icasweepstakes.com, where benefactors may donate and enter the Sweepstakes Drawing by following the simple directions.
- Useful documents, instructions, mailing information, flyers, and posters suitable for printing, may be found at the Fundraiser's

website at the *Parent Info* Portal link found at the bottom of the website homepage. These resources will be of valuable assistance to you and your son.

- If you have questions or need more information, you may email info@icasweepstakes.com or call (208) 773-7442 for more information.

May God bless you for your zealous efforts in the Fundraiser that gives us exposure to the people in our community and an opportunity to edify our neighbor by our conviction and hard work to support our school, which has for its primary object, the glory of God! May God bless you and your family, and may the Immaculate Virgin and Saint Joseph watch over you all.

In Christ the King,

A handwritten signature in black ink, appearing to read "Vicente A. Griego". The signature is written in a cursive, flowing style.

Rev. Fr. Vicente A. Griego
Rector, Immaculate Conception Church & Academy

Introduction

Why do we have to Fundraise?

Catholic Education is a work of Charity. In order to assist families with the financial burden of educating their children, the Catholic Church extends compassion on those less fortunate with assistance. The tuition we charge families is greatly below the actual cost for our operations at Immaculate Conception Academy - the average cost per student to educate your son is **\$4,899.00**; yet, the Academy actually charges only an average tuition fee of **\$2,800.00**. This is a difference (deficit) of almost **\$2,100.00**, which we must come up with to meet expenses. Hence, we appeal to the generosity of others who are more able to help with the education of our youth.

It is expected that all help bear the burden of fundraising in support of Catholic education. *If we succeed in our fundraising goal of \$150,000, we still have a deficit of over \$150,000.* Let us all do what we can do to responsibly help in the work of making Catholic Education accessible to all.

Each family has received a Family Packet. This Family Packet consists of:

- This booklet, which includes important information regarding this year's Fundraiser,
- Your "Family Goal" requirement, explaining how many tickets your family is responsible for selling,
- Large Family Envelopes for turning in tickets and money,
- Master Count Sheets to record the quantity of tickets and the amount of money turned in,
- 6x9 Envelopes for each student, in which to place the stubs for the tickets they have sold,
- Small White Envelopes in which to place the money (check) corresponding to the tickets sold,

- "Not a Donation" stickers for checks turned in for money collected that are not personal donations. (See the Preparing Money for Turning In section of this booklet for more information.),
- A sheet or several sheets of labels to be affixed to the various Envelopes for various purposes (as described in the Turning In Tickets Section of this booklet),
- Prepared "business cards" with a space to write your student's name and ID number. (See the Selling Tickets section of this booklet for more information.)

Each student has received a fundraising pouch. In this pouch, you will find:

- 50 tickets to sell to start. You can get more tickets as needed, but you must run out of tickets to request more,
- A mini "poster" to advertise the Prize Drawing to potential customers,
- Light blue "Free Entry" slips for those who wish to obtain a ticket without making a donation,
- A pen.

Tickets will be turned in as a family. The process for turning in tickets is explained in the **Turning in Tickets** section of this booklet.

“Selling” Tickets

Where to Sell Tickets:

- **Visit or personally call relatives and friends** and all that you know to ask them if they would like to make a donation and get a ticket.
- **Write to relatives and friends around the country.** A “mail-out letter” is available for printing at www.icasweepstakes.com. Click on the Parents Info Portal link at the bottom of the page.
 - **NOTE:** Ask snail mail donors to send their *donations back to you, not to the school* (you can pre-address one side for them); please include these donations in your regular ticket turn-ins.
- **Encourage online donations.**
 - Encourage family and friends to visit our Fundraiser website (www.icasweepstakes.com) and purchase tickets online. This is the most efficient way of supporting the Fundraiser.
 - An “email template” is available for downloading at www.icasweepstakes.com to facilitate email canvassing. Click on the Parents Info Portal link at the bottom of the page.
 - Online sales are processed by the Fundraiser staff; tickets will be generated, and student totals will be updated appropriately. **Never submit tickets for online sales.**
- **Neighborhood Canvassing.** Under parent supervision, students are encouraged to walk their local neighborhoods to sell tickets. Please always wear your school uniform and be respectful of personal and private property, including requests to Not Solicit if posted.
- **Storefronts.** Take advantage of the ICA Sweepstakes organized Storefronts to sell in front of. The Storefront schedules and reservations are available online at the Parent Portal.

- **Ask others to help.** Networking is an easy way to add to your ticket total. Ask friends and family members to help by going to their contacts on your behalf. For example, ask Dad to take some tickets to work with him; ask your older brother to email his friends to see if they would like a ticket, ask your aunt in another state to contact all her friends, etc. Try to do this in person or by phone: you will get excellent results.

A Note Regarding Sales on School and Parish Grounds

Individual solicitation is not permitted on the school campus, or after Masses on Sunday, unless reserved through the Parent portal online reservation system.

How to “Sell” Tickets:

Parents and students will approach friends, family, and perhaps strangers, asking them for donations in exchange for an entry into the Giveaway. Here are several possible responses they will receive and the expected actions as a result:

- **The person wants a ticket.** Collect \$10 cash or check (made out to “ICA”); fill out the information on the ticket; give the person the large portion of the ticket; keep the ticket stub to turn in.
- **The person makes a donation but does not want a ticket.** Collect the money and say, "Thank you!" For every \$10 in donations received, write "ICA" on the ticket stub of one ticket; keep the ticket stub to turn in for credit. Non-ticket donations should not be filled out with your own name, or anyone else's name.
- **The person says, "I'd love to, but I have no cash!"** Give the person one of the "business cards" provided in the Family Packet (be sure a student's name and ID number are written in the space provided); do not fill out or turn in a ticket. The card will refer them to purchase a ticket via the website at www.icasweepstakes.com.

- **If someone wishes to enter the Drawing without donating at all**, they can still enter by writing their name and address on one of the light blue slips in your fundraising pouch and mailing or delivering it to ICA. However, these entries do not count toward your ticket total!

TIPS for effective fundraising:

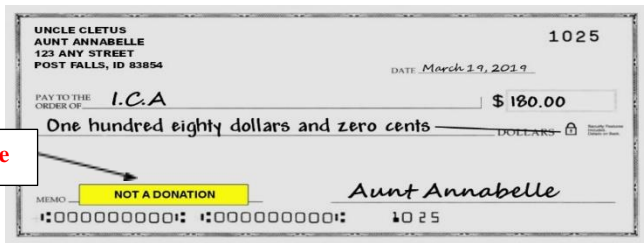
- Pray to St. Joseph for his intercession each time you go out.
- Cut to the chase, tell people about the \$25,000 grand prize!
- Be polite, friendly, and enthusiastic about your school. SMILE!
- Tell people about the great prizes you hope to earn, and your desire to help your school with the improvement of the campus and facilities development!
- Wear your school uniform (gives credibility as an ICA student).
- Do not put cash or checks in the outer (mesh or clear) pocket of your sales pouch.
- Make sure you have a good pen with you and allow the donor to fill out his own tickets. Make sure you can read what he/she wrote!

Preparing Money for Turning In

ICA will not be processing cash for the Fundraiser. We ask that parents write a check to “ICA” for the amount of cash collected from ticket sales and submit that check instead of cash when turning in tickets. One check for the family is sufficient; there is no need to submit a separate check for each student.

Checks written by parents for this purpose may not be recorded as tax-deductible donations, because they are not personal donations from the parents.

In order to ensure the proper accounting of donations, we have provided “**Not a Donation**” stickers to put on the Memo line of checks that parents write to consolidate cash donations.



When parents write a check for their own personal donation to the Fundraiser, no sticker is necessary, as this would be considered a tax-deductible donation.

The sticker also is not needed for donations by check that others write to ICA, as these, too, would be tax-deductible donations for the donor.

When placing the sticker on your check, please be sure not to cover any of the bank routing information on the bottom of the check.

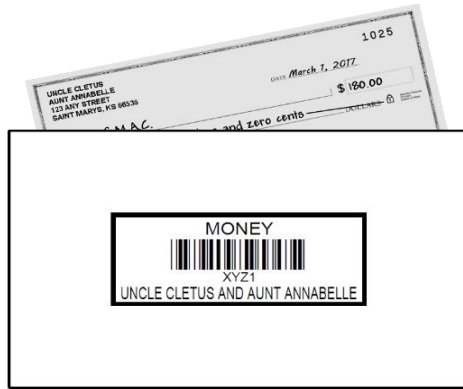
NOTE: If you do not have a sticker, simply write “NOT A DONATION**” on the Memo line of the check.**

4. Affix a Student Label onto the front of a Small Envelope containing the tickets the student has sold. Use a separate 6x9 Envelope for each student.



Please staple the tickets together, and make sure any address labels on tickets DO NOT cover the barcodes.

- Place checks into a White Envelope. Affix a Money Label to the front of this envelope.



- Affix a Family Label to the front of a large Family Envelope. Place the Count Sheet, Student Envelopes, and Money Envelope in the large Family Envelope. Close the envelope.



- Leave the large Family Envelope at the Parish Office, or the School Office.

Family Goals

The 2024 fundraiser will include a Family Tuition discount structure. Once you have reached your 2024 family goal, 10% of what you have raised up to that point will be applied as tuition credit. All remaining individual student ticket sales credit not applied toward prizes will roll over as additional Family Tuition credit. The family goal calculation remains the same as in years past, and is designed to address the challenge larger families face:

- 1st child – Family Goal is 50 tickets,
- 2nd child – Adds 40 tickets to Family Goal,
- 3rd child – Adds 35 tickets to Family Goal,
- 4th child and after – Each adds 30 tickets to Family Goal.

Your Family Goal is shown on the label attached to your Family Packet envelope.

Checking Your Family Ticket Sales Status

You can log onto the Family Ticket Sales Standing Portal to view your family sales total. This portal will show all sales turned in, or sold online, for each student in the family. The online totals will be updated every 24 hours.

To log on, browse to <https://portal.icasweepstakes.com> and use your FamilyID as assigned to you in your packet. You can also access this portal by visiting www.icasweepstakes.com and scrolling down to click on “Family Ticket Sales Standings”.

If you have never logged in before or have forgotten your password from years past, please select “Forgot Password” and you

will be emailed a new password to the primary email address on file in the FACTS systems. If you do not receive the Forgot Password email, then please check your SPAM folder. If still you have not received it, you will need to reset your email address on file. Please contact us at info@icasweepstakes.com and await further instruction.

Final Notes

- Additional tickets, labels, envelopes, and "take away" cards will be available at the Parish Office or at the School Registrar's Office.
- Students will not be given more paper tickets until they turned in their already provided tickets to the office.
- All documents and instructions relevant to the Fundraiser, along with PDFs of the mailers (snail mail and email templates), flyers, and posters suitable for printing will be available at www.icasweepstakes.com at the Parent Info Portal (link at the bottom of the home page).
- At the end of the Fundraiser, please return the fundraiser pouches and any leftover envelopes to the Parish Office or the School Registrar's Office.
- We ask that you please turn in your tickets and money **weekly**, if possible, or at least every other week. This is especially important on "Rally Weeks" (see the Important Dates section at the back of the booklet), as prizes will be given at the Rallies to students who have turned in a predetermined number of tickets.
- To be eligible for Rally student prize incentives, sold tickets must be turned in by Friday, March 24th (Rally #1) and Monday, April 24th (Rally #2). No exceptions.

Appendix 1 - Prizes and Incentives

Individual Prizes

Each student who “sells” 60 or more tickets can earn a prize. Multiple prizes can be awarded totaling the number of tickets sold. Any remainder ticket sales credit not applied toward a prize will be rolled over to the Family Tuition credit.

Cristero Elite

All students who total 200 tickets or more will receive a special award as a member of the elite Cristero Club.

Top Individual Sellers

Top Three Students in each of the following age groups will earn a special prize, bringing along a friend to accompany two of the school priests for:

- **K-4th: Boating and Fishing Outing**
- **5th-8th: Escape Room**
- **9th-12th: A day of skiing**

Top Classes

- The **top K-4 class** will earn an **all-day Picnic in the Park**
- The **top 5-8 class** will earn outing to **Trampoline Park**
- The **top 9-12 class** will earn an outing to **LaserMaxx Spokane**

Family Tuition Credit Incentive

Once you have reached your 2024 family goal (as shown on the Family Goal label on your Family Packet envelope), 10% of what you have raised up to that point will be applied as a tuition credit.

Extra Vacation Day!

If ICA achieves this year's goal of **\$150,000**, **Friday, May 10th** is an extra vacation day!

Appendix 2 - Questions You Must be Ready to Answer

What is it?

The Immaculate Conception Academy 2024 Spring Fundraiser

What is it for?

We are raising money to help our school continue to run and to aid in the improvement of the school campus and facilities development.

What are you giving away?

We are giving away a \$25,000 cash grand prize.

How much does it cost?

We request a \$10 donation for each ticket.

How can I get a ticket?

You can get a paper ticket from any ICA student. You can also get a ticket online at www.icasweepstakes.com.

When and where is the prize drawing?

The prize drawing will occur in the Immaculate Conception Academy Auditorium on May 31st at 2:30pm.

Appendix 3 - Important 2024 Fundraiser Dates

WHAT	WHEN	NOTES
Parents Meeting	Fri, February 23rd	Mandatory attendance by one parent
Kick-off	Thu, March 7th	Student “pouches” distributed. And we’re off!
Rally #1	Fri, March 22nd	Students turning in a minimum of 20 ticket sales by <u>Tuesday, March 19th</u> will earn candy and gift card incentives.
Rally #2	Fri, April 25th	Students turning in a <i>to-be-announced</i> number of ticket sales by <u>Monday, April 22nd</u> , will earn candy and gift card incentives.
Ticket Sales Cut-off & Final Ticket Turn-In Deadline	Mon, May 6th	No exceptions. Tickets turned in after this date will be entered into drawing but not counted for incentives.
Incentive Day Off	Fri, May 10th	After Ascension Thursday. Only if the fundraising goal is raised.
Prize Selection Cut-off	Mon, May 13th	No exceptions.
Prize Festival and Drawing	Fri, May 31st 1:30pm/2:30pm	