



PROVIDENCE CATHOLIC HIGH SCHOOL

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • www.providencatholic.org

PLEASE READ...IMPORTANT TIME-SENSITIVE INFORMATION REGARDING HARVEST DRIVE 2017

August 28, 2017

Dear Providence Catholic Family,

Today officially kicks off **HARVEST DRIVE 2017**, the school's annual all-student mandatory fundraiser. Income generated through the Harvest Drive is vital to the financial stability of the school and all proceeds are built directly into the school's operating budget.

All Providence Catholic students are required to participate in this fundraiser. They can fulfill their obligation two ways:

1. **Selling advertisement listing(s)** in the **Harvest Drive E-Directory and/or**
2. **Selling \$10 Raffle Tickets** to businesses, community members, family and friends.

Enclosed, you will find your Raffle Tickets, which are equivalent to your quota (ie. 35 tickets worth \$350 for individual students and 50 tickets worth \$500 for families with two or more students attending PCHS). Families may reach their quota by selling **Raffle Tickets, which will be sold at \$10 each**. Individuals who purchase Raffle Tickets are eligible to win numerous prizes including the **\$10,000 Harvest Drive Grand Prize** that will be drawn on **Friday, September 22**. Additional Raffle Tickets will be drawn for **1st through 10th prizes**, which range from **\$100 to \$2,000**. Winners need not be present to win. All **Unsold Raffle Tickets** must be returned by **Thursday, September 21 to avoid an additional charge**. Unsold tickets should be placed in a sealed envelope with the student's name and the wording "UNSOLD". These tickets should be given to Mrs. Mahalik who will be available every day after school in the Learning Commons.

Students may also choose to meet their quota, by **selling advertisement listing(s)** in the **environmentally friendly Harvest Drive E-Directory**, which will be accessed through the school's website. A link to the E-Directory will be included in our Family Newsletter and monthly Celtic E-News, which is emailed to **more than 10,000** of our constituents. This year's Harvest Drive E-Directory will take on a new and improved look. Select the "View Sample 2016 E-Directory Format" on the Harvest Drive webpage for an example.

The **THREE** giving level options and their details are listed below. This E-Directory format does not include graphics; only listings.

PLATINUM LEVEL AD LISTING - \$500

- 12 MONTH listing (11/17 – 10/18)*
- Featured listing on e-directory home page
- Featured listing on selected category page
- Link to your listing in monthly electronic Family Newsletter (November-May)

GOLD LEVEL AD LISTING - \$300

- 6 MONTH listing (11/17 – 4/18)*
- Featured listing on selected category page

BRONZE LEVEL AD LISTING - \$100

- 3 MONTH listing (11/17 – 1/18)*

IMPORTANT: Patrons should consult their personal accountant when filing their taxes and including this ad listing as an advertising expense or tax write-off. Providence Catholic High School is a non for profit organization and has a 501 (c) (3) designation.

*Ad listings will post the first day of November 2017 and expire the last day of January (Bronze), April (Gold) and October (Platinum) 2018.

IN ORDER TO BE ELIGIBLE FOR THE RAFFLE DRAWING AND FOR AD SALES TO BE CREDITED TO A STUDENT/FAMILY FOR COMPETITIVE PRIZES, ALL PAYMENTS FOR RAFFLE TICKETS AND ADS MUST BE RECEIVED BY 9:00 A.M. ON WEDNESDAY, SEPTEMBER 20.

PCHS accepts the following form of payments for: E-Directory Ad Listing (cash, check, paypal, credit*); raffle ticket sales (cash or check). Please make checks payable to PCHS and include "Harvest Drive" in the memo section. *credit = Discover, MasterCard or Visa, Amex

Students/Families who **do not fulfill** their minimum Harvest Drive fundraising obligation will be **billed on their November tuition statement** for any remaining balance.

Refer to the "Quick Reference Guide" located on the back of this letter for more specific details, instructions and important dates.

Additional information can also be found by visiting www.providencatholic.org/harvestdrive/. However, if you are unable to find an answer please email Mrs. Karen Mahalik, Harvest Drive Coordinator at harvestdrive@providencatholic.org or call (815) 717-3161.

Sincerely,

Karen Mahalik

Karen Mahalik
Harvest Drive Coordinator

HARVEST DRIVE QUICK REFERENCE GUIDE

IMPORTANT DATES

- Mon, 8/28** Harvest Drive Kick Off (Ticket Distribution)
Thurs, 9/14 1st Money Turn In @ 8:00 am – 9:00 am (Small Gym)
Wed, 9/20 2nd Money Turn In @ 8:00 am – 9:00 am (Small Gym)
Fri, 9/22 Harvest Drive Olympics @ 12:30 pm (Big Gym)
 Grand Prize Raffle Drawing to follow
Mon, 10/31 Harvest Drive Student Prize Selection

SELLING RAFFLE TICKETS

One way to meet your fundraising obligation is to **sell Raffle Tickets** at \$10 each, which will give the purchaser a chance at eleven cash prizes ranging from \$10,000 - \$100. When selling tickets, be sure the purchaser's information is printed legibly on each ticket purchased. Collect money for each ticket you sell. Carefully separate the top portion of each ticket and place in an envelope with the money you collect. Give the purchaser the bottom portion of the ticket as their receipt. **You may obtain extra Raffle Tickets between 2:40 pm and 3 pm in the Learning Commons beginning August 29.**

E-DIRECTORY ADVERTISEMENT LISTING

The second way to meet your fundraising quota is to sell advertisement listing(s) in the Harvest Drive E-Directory. Patrons may choose from three levels (**Platinum Ad** = \$500, **Gold Ad** = \$300 and **Bronze Ad** = \$100). Students should provide patrons with a business letter (available online) with instructions on purchasing an ad or direct them to the Harvest Drive website.

MONEY TURN IN DAYS

Students who collect money for raffle tickets and/or ad listings should **bring their money, sold raffle ticket stubs and Money Turn In Form** in an envelope on the **designated Money Turn In Days**, which will take place between **8:00 am and 9:00 am** in the **Small Gym** (B Schedule; Period 5 Class begins at 9:27 am). Students must complete a **Money Turn In Form** (available online) that lists the contents of what they are turning in.

- 1st Money Turn In Day is **Thursday, September 14**
- 2nd Money Turn In Day is **Wednesday, September 20**

MONEY RECEIVED ONLINE OR THRU MAIL

All money received online or thru the mail will be processed within two business days and posted on the **receipts** form on the Harvest Drive webpage. Credit is sorted by the student's PCHS ID #.

HARVEST DRIVE FORMS

Forms may be printed from the Harvest Drive webpage or available to pick up after school in the Learning Commons.

Business Letter is used to solicit prospective patrons to purchase an advertisement listing in the E-Directory. This letter instructs patrons on how to purchase their ad online.

The **Money Turn In Form** MUST BE completed when turning in money on designated Money Turn In Days (9/14 or 9/20). This form is used to verify the contents of your return (money, tickets, ad listings). **Do not list money that arrived online or thru the mail.**

CHARLIE CELTIC STUDENT RAFFLE

PCHS will raffle off a total of **SIX \$100 cash prizes** to students who qualify. To be eligible for **Charlie Celtic Raffle #1**, students must bring in at least \$100 by 9 am on Thurs. 9/14 (3 winners will be drawn on Fri. 9/15). To qualify for **Charlie Celtic Raffle #2**, students must exceed their quota by a minimum of \$100 by 9 am on Wed. 9/20 (3 winners will be drawn on Fri. 9/22).

TOP SELLER PRIZES

PCHS will award prizes to the **top-five students** with the **highest sales** and the **top-five families** with the **highest sales**. Top seller prizes **range from \$200 - \$5,000** and will be awarded in the form of tuition credit. In cases where the money raised is equal to or less than the prize value or if there is a tie, the prize value will automatically default to the designated percentage.

STUDENT PRIZES

Students/Families that surpass their Harvest Drive quota **by at least \$100** are entitled to receive tuition credit or a gift card. Students/Families that are eligible to claim a prize will be given a **Prize Selection Form** on Monday, October 31. Gift card prizes will be distributed in mid-November. Tuition credit will be reflected on the December tuition statements.

UNSOLD RAFFLE TICKETS

All **Unsold Raffle Tickets** must be returned by **Thursday, September 21 to avoid an additional charge**. Unsold tickets should be placed in a sealed envelope with the student's name and the wording "UNSOLD". These tickets should be given to Mrs. Mahalik who will be available every day after school in the Learning Commons.

DEADLINES

All money **must** be turned in by 9 am on **Wednesday, September 20** to qualify for **any** student prizes. All sold Raffle Tickets must be turned in by 3 pm on Thursday, September 21 in order to be entered in the raffle drawing.

LATE MONEY

PCHS will accept late money for online advertisements through October 31, which will be credited toward the student/family's Harvest Drive obligation. However, late money will not be considered when determining student/family prize incentives.

HARVEST DRIVE OLYMPICS/RAFFLE DRAWING

The **Harvest Drive Olympics and Raffle Drawing will take place on Friday, September 22**. Students will attend shortened periods 1-7. Students will stay in period 7 where they will prepare for the Olympics and receive a complimentary lunch (Bosco Sticks, Chips and Water) courtesy of the Advancement Department.

QUESTIONS?

- Visit [Harvest Drive](#) page of PCHS website
- Contact Mrs. Karen Mahalik at 815.717.3161
- Email harvestdrive@providencecatholic.org