**PLEASE READ…IMPORTANT TIME-SENSITIVE INFORMATION REGARDING HARVEST DRIVE 2019**

August 19, 2019

Dear Providence Catholic Family,

Today officially kicks off **Harvest Drive 2019**, 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 (i.e. 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 13**. 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 **Wednesday, September 11 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 Mr. Ambrose 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 2018 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.

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| **PLATINUM LEVEL AD LISTING - $500** |  | **GOLD LEVEL AD LISTING - $300** |  | **BRONZE LEVEL AD LISTING - $100** |
| * **12-MONTH listing (11/19 – 10/20) \***
* **Featured listing on E-Directory home page**
* **Featured listing on selected category page**
* **Link to your listing in monthly electronic Family Newsletter (November-May)**
 |  | * **6-MONTH listing (11/19 – 4/20) \***
* **Featured listing on selected category page**
 |  | * **3-MONTH listing (11/19 – 1/20) \***
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| ***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 2019 and expire the last day of January (Bronze), April (Gold) and October (Platinum) 2020.*** |

**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 11.**

**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.providencecatholic.org/harvestdrive/**](http://www.providencecatholic.org/harvestdrive/). However, if you are unable to find an answer please email Mr. Vince Ambrose, Harvest Drive Coordinator at **harvestdrive@providencecatholic.org** or call (815) 717-3288.

Sincerely,

Vince Ambrose

Vince Ambrose
Harvest Drive Coordinator

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|  | **HARVEST DRIVE QUICK REFERENCE GUIDE** |
| **IMPORTANT DATES****Mon, 8/19 Harvest Drive Kick Off (Ticket Distribution)****Thurs, 9/5 1st Money Turn In @ 8:00 am – 9:00 am (Small Gym)****Wed, 9/11 2nd Money Turn In @ 8:00 am – 9:00 am (Small Gym)****Fri, 9/13 Harvest Drive Olympics @ 12:30 pm (Big Gym) Grand Prize Raffle Drawing to follow****Mon, 10/28 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 26.****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 in this packet and online) that lists the contents of what they are turning in. * **1st Money Turn-In** Day is **Thursday, September 5**
* **2nd Money Turn-In** Day is **Wednesday, September 11**

**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.**The 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 (9/5 or 9/11). 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. 9/5 (3 winners will be drawn on Fri. 9/6). To qualify for **Charlie Celtic Raffle #2**, students must exceed their quota by a minimum of $100 by 9 am onWed. 9/11 (3 winners will be drawn on Fri. 9/13).**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 28. 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 **Wednesday, September 11 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 Mr. Ambrose 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 11** to qualify for **any** student prizes. **NO EXCEPTIONS.** All sold Raffle Tickets must be turned in by 3 pm on Thursday, September 12 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 13**. 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 (2 pieces of Aurelio’s Cheese Pizza, Chips and Water) courtesy of the Advancement Department.**QUESTIONS?*** Visit [**Harvest Drive**](http://www.providencecatholic.org/harvestdrive/) page of PCHS website
* Contact Mr. Vince Ambrose at 815.717.3288
* Email **harvestdrive@providencecatholic.org**
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