



# PROVIDENCE CATHOLIC HIGH SCHOOL

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • [www.providencethecatholic.org](http://www.providencethecatholic.org)

**PLEASE READ...IMPORTANT TIME-SENSITIVE INFORMATION REGARDING HARVEST DRIVE 2023**

August 2023

Dear Providence Catholic Family,

Today officially kicks off **HARVEST DRIVE 2023**, 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 in 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., 40 tickets worth \$400 for individual students and 60 tickets worth \$600 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 15**. 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 13**. 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. King who will be available every day after school in the Blanchette Learning Commons.

Students may also choose to meet their quota, by **selling advertisement listing(s)** in the **Harvest Drive E-Directory**, which will be accessed through the school's website. A link to the E-Directory is prominently posted on the school's website and is also featured in our prominent social media posts reaching **more than 10,000** of our constituents.

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 (12/23 – 11/24) \***
- **Featured listing on E-Directory home page**
- **Featured listing on selected category page**
- **Link to your listing in monthly electronic Celtic E-News**

#### GOLD LEVEL AD LISTING - \$300

- **6 MONTH listing (12/23 – 6/24) \***
- **Featured listing on the selected category page**

**IMPORTANT:** Patrons should consult their personal accountant when filing their taxes and include this ad listing as an advertising expense or tax write-off. Providence Catholic High School is a not-for-profit organization and has a 501 (c) (3) designation.

#### BRONZE LEVEL AD LISTING - \$100

- **3 MONTH listing (12/23 – 3/24) \***

*\*Ad listings will post on the first day of December 2023 and expire on the last day of March (Bronze), June (Gold), and November (Platinum) 2024.*

**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 13.**

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 only*

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 the [Harvest Drive webpage under the Parents Tab](#). However, if you are unable to find an answer please email Mrs. Susan King, Harvest Drive Coordinator at [harvestdrive@providencethecatholic.org](mailto:harvestdrive@providencethecatholic.org) or call (815) 717-3162.

Sincerely,

*Susan King*

Susan King  
Harvest Drive Coordinator

# HARVEST DRIVE QUICK REFERENCE GUIDE

## IMPORTANT DATES

8/21	Harvest Drive Kick-Off (Ticket Distribution)
9/7	1 <sup>st</sup> Money Turn-In at Designated Areas
9/13	2 <sup>nd</sup> Money Turn-In at Designated Areas
9/15	Harvest Drive Olympics and in-person Grand Prize Raffle Drawing
11/6	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 it 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 Blanchette Learning Commons beginning August 30.**

## 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 webpage.

## 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 in **designated areas before school**. Students must complete a **Money Turn-In Form** (available in this packet and online) that lists the contents of what they are turning in.

- **1<sup>st</sup> Money Turn-In Day - September 7**
- **2<sup>nd</sup> Money Turn-In Day - September 13**

## 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 downloaded from the Harvest Drive webpage or are available for pick up after school in the Blanchette 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 and accompany any money brought in on designated Money Turn-In Days. 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 Thursday, September 7 (3 winners will be drawn on 9/7). To qualify for **Charlie Celtic Raffle #2**, students must exceed their quota by a minimum of \$100 by 9 am on Wednesday, September 13 (3 winners will be drawn on 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 - \$1,000** and will be awarded in the form of tuition credit.

## 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 emailed a **Prize Selection Form** on Monday, November 6. Gift card prizes will be distributed in early December. Tuition credit will be reflected on the December tuition statements.

## UNSOLD RAFFLE TICKETS

All **Unsold Raffle Tickets** must be returned by **Wednesday, September 13**. 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. King who will be available every day after school in the Blanchette Learning Commons.

## DEADLINES

All money **must** be turned in by 9 am on **Wednesday, September 13** to qualify for **any** student prizes. **NO EXCEPTIONS**. All sold Raffle Tickets must be turned in by 3 pm on **Wednesday, September 13** to be entered in the raffle drawing.

## LATE MONEY

PCHS will accept late money for online advertisements through **October 27**, 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 Raffle Drawing** will take place on **Friday, September 15** during the Harvest Drive Olympics.

## QUESTIONS?

- Visit the [Harvest Drive](#) page of the PCHS website.
- Contact Mrs. King at 815.717.3162
- Email [harvestdrive@providencecatholic.org](mailto:harvestdrive@providencecatholic.org)