

## **PARENT PARTICIPATION PROGRAM (PPP)**

The school service fiscal year begins on June 1<sup>st</sup> each year and continues through May 20<sup>th</sup> {or the Monday following Carnival weekend should the 20<sup>th</sup> of the month fall at Carnival time} of the following year. Each school family is required to contribute 20 hours of service to the school per year in the PPP Program. Additionally, families are required at this time to serve a minimum of 5 hours of Carnival, 20 hours of Bingo (four nights, tracked separately by School Office) and 10 hours of Fish Fry (tracked separately by Fish Fry Committee). This is a total of 55 hours.

### **PURPOSE:**

- To promote a community effort between home and school for caring and support of one another.
- To continue quality education by assisting the administration, faculty and students.
- To provide the volunteers necessary to continue existing school programs and the ability to create new ones.

### **VOLUNTEER LIST:**

Each school family will have an opportunity during “re-registration” or at the Parent Meeting to view various signup sheets or listings of the various projects/committees requiring assistance. The signup sheets will then be given to the committee chairperson for reference. The signup sheets/listings will identify who you should contact to schedule PPP hours/or donate items to various endeavors. Once you have contacted a project/committee chairperson it will be up to you and that chairperson to set times/dates/duties and to keep an open dialogue. It is also your responsibility to have your service coupon signed by the appropriate chairperson and to submit the signed coupon as indicated in the COUPON BOOK section below.

Because some areas have a lot of volunteers, your services may not be called upon for every service for which you volunteer. It is important to volunteer for more than one area of service. Please note that some services can be completed during non-school hours.

### **COUPON BOOK:**

Each family receives a coupon booklet registered in their name.

The coupon book is in two parts – the right side should be filled out, signed by an authorized person, and placed in the PPP box located in the school office. Coupons may also be submitted through the family envelope if placed in an envelope clearly labeled PPP. The left side of the coupon is for the family’s record. Coupons can be signed by teachers, school staff, principal, coaches, room captains and chairpersons.

Note: Purchased items for the school are credited at one hour for each \$15.00 spent.  
Copies of sales receipts are required and should be attached to your coupon.

### **INCOMPLETE PPP HOURS:**

Families not meeting the 20 hour minimum PPP service commitment will be billed at \$20.00 per unmet hour.

Important Note: to ensure there are an adequate number of volunteers to support all school programs, school families cannot “donate” service hours to other school families. If any family is facing a challenge/personal hardship in meeting their required hours, please contact your PPP chairperson.

### **QUESTIONS:**

If you have any questions regarding this program, please contact a PPP chairperson:

Mrs. Laura Turtzer {Last Names A-L} – [pppAthruL@saintbrunoschool.com](mailto:pppAthruL@saintbrunoschool.com)  
Mrs. Mary Sue Engle {Last Names M-Z} – [pppMthruZ@saintbrunoschool.com](mailto:pppMthruZ@saintbrunoschool.com)

## Welcome to St. Bruno Catholic School Parent Participation Program (PPP)

- Green coupon book will be provided at the “New Parent” meeting or during “re-registration or in the first few weeks of school. Should you not receive one, request one from the school office.
- All coupons ***must be signed*** by the chairperson or person in charge of the project you volunteered for.
- Turn coupons into school office (PPP box) as they are completed
- Receipts for items purchased must be attached to the coupon to received proper credit – 1 PPP hour for every \$15 spent – please remember that items purchased are limited to those requested by or approved by a teacher, school secretary, bulletin request, DayCare coordinator, etc.
- Billing for unmet hours will go home around the 1<sup>st</sup> week of June. {Hours earned after May 20<sup>th</sup> {or after Carnival Weekend} will go towards the next school year’s commitment.}
- ***It is your responsibility to keep track of your PPP hours and to have the hours signed off as they occur. If you are billed for unmet hours that you feel are incorrect, it will be your responsibility to research and provide proof the hours were met. The school bookkeeper cannot reverse any billings without approval from Mrs. Turtzer or Mrs. Engle.***
- Be sure to track your hours in coupon book to ensure accuracy
- Questions? Contact:

Mrs. Laura Turtzer {Last Names A-L} –  
[pppAthruL@saintbrunoschool.com](mailto:pppAthruL@saintbrunoschool.com)

Mrs. Mary Sue Engle {Last Names M-Z} –  
[pppMthruZ@saintbrunoschool.com](mailto:pppMthruZ@saintbrunoschool.com)