

# St. Al's Monday News

St. Aloysius Gonzaga Catholic School | March 18, 2024

"Apart from the cross, there is no other ladder by which we may go to heaven."

-St. Rose of Lima



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## Message From the Co-Principals

Dear Families,

It was wonderful at Sunday Mass to see so many young families from our parish and school communities in attendance. The children bring so much joy to our faith journey with their curiosity and love for Jesus. A huge shout out to our Knights of Columbus who sponsored a breakfast afterwards to help raise funds for our 8th grade class. We are blessed by our partnership with them and the parish.

Believe it or not, the auction is less than six weeks away, and the early bird registration ends on March 24! Don't miss your chance to participate in this wonderful community building event! We are beyond grateful for all the donations we have received to date that make this event possible.

A huge thank you to all our families that have already registered their child/ren for next year! **All returning students must be enrolled by this Wednesday, March 20, to secure a spot for next year.** If you are having difficulty with the registration process, please contact the front office for assistance. Below you will find important information regarding the enrollment process.

#### **FACTS announcements for our current families (infants - 8th grade):**

- Thank you so much for your patience and understanding as we navigate our new online enrollment system! Our goal is to have enrollment for current families completed by March 20, because we will be opening our waitlists.
- For students with multiple households (separated parents with shared responsibility), each parent/guardian must update their own information in FACTS. **This is important so that both parents have access to report cards, Family Portal, and all school correspondence!**
- If this is your first time signing in to Family Portal, please follow the steps at the bottom of the enrollment email.
- All families that Fair Shared last year should receive an email this week from administration to set up a Fair Share meeting for the 2024-25 school year. If you are new to the process or do not receive an email, please reach out to Angie Krauss or Dawn Manfred to set up a Fair Share appointment.

We hope you feel Christ's love and light this week!

Blessings,

Angie Krauss and Dawn Manfred  
Co-Principals

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#### **Mark Your Calendars**

- 3/18: Report Cards will go home for K-8
  - 3/20: 7th & 8th Grade Lenten Reconciliation Service at 9:30 AM, at the Church
  - 3/21: 3rd-6th Grade Lenten Reconciliation Service at 9:30 AM, at the Church
  - 3/21: Montessori closed for Parent Teacher Conferences
  - 3/22: NO SCHOOL: ELC, Montessori & K-8, Parent Teacher Conferences
  - 3/29: Stations of the Cross at 10 AM, at the Church
  - 4/1-5: NO SCHOOL: Montessori & K-8, Spring Break
  - 4/1: ELC closed for Easter Monday
  - 4/17: Montessori & K-8 Class Pictures
  - 4/18: ELC Class Pictures
  - 4/25: Easter All-School Mass at 9:30 AM, at the Church
  - 4/27: Annual Auction, doors open at 5:00 PM
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#### **Important Reminders from the Co-Principals**

- If you are interested in applying for the two open positions in our Mission Advancement

[ccarlson@stalsschool.org](mailto:ccarlson@stalsschool.org). To apply, please submit a cover letter and resume to Cami's email mentioned above. Thank you!

- Report cards are being sent home today for all K-8 students. Please take time to review their progress and celebrate all they have accomplished.
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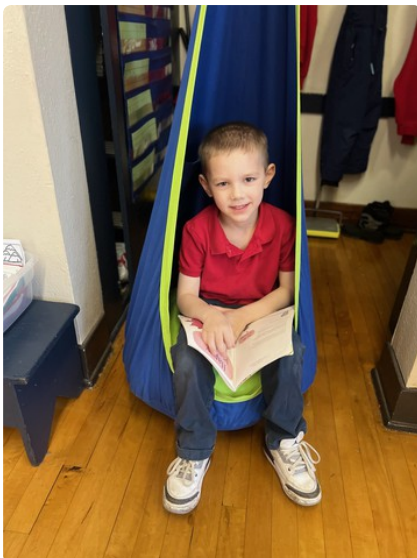
## ELC Reminders from the Co-Directors

- Registration for returning students is due Wednesday, March 20.
  - Spring parent-teacher conferences will be Friday, March 22. Please sign up in your child's classroom.
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## STAG Prayers

- God, we are grateful for the beautiful spring weather and how the sunshine brightens our days!
  - God, please be with all those who are sick and bring them back to full health.
  - God, we are grateful for our partnership with the Knights of Columbus and all they do for our school community.
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## Shine Christ's Light



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## Mission Advancement - Friendraising & Fundraising

**MISSION ADVANCEMENT REORGANIZATION:** Our Mission Advancement Team is growing! Click on the images below for the Event Coordinator and Assistant job descriptions and refer to the attachment for the Mission Advancement Reorganization details! We will only be accepting

applications for these positions until Monday, March 25. We have started reviewing applications and will soon be scheduling interviews. If you are interested in either of these positions, please submit a cover letter and resume to Cami Carlson by Monday, March 25.

[ccarlson@stalsschool.org](mailto:ccarlson@stalsschool.org)



**St. Al's Mission Advancement Assistant**  
Job Description  
(updated 3/7/24)

The St. Al's Mission Advancement Assistant is responsible for a variety of data entry and clerical tasks throughout the year. This position consists of 5-15 hours/week during the school year and 1-5 hours/week during the summer, with hours gradually increasing in August. Compensation will range from \$16.50-\$18/hour and will be determined based on experience. This position includes a staff tuition discount.

The Mission Advancement Assistant will use a variety of software programs for data entry.

Data entry responsibilities will include, but are not limited to:

- Fund Run
- #GivingTuesday
- Annual Fund
- Auction procurement
- Volunteer hours
- General

Clerical responsibilities will include, but are not limited to:

- Donation tax letters
- Year-end contribution statements
- Data calculations
- Organization of team spaces
- Capturing and communicating Mission Advancement meeting minutes

The St. Al's Mission Advancement Assistant will work cooperatively with the Mission Advancement team, Co-Principals, and volunteers. The Assistant will also:

- Be well-versed on school mission and operations
- Maintain a high level of integrity, professionalism, and confidentiality
- Perform other duties as agreed upon



**St. Al's Event Coordinator**  
Job Description  
(updated 3/7/24)

The St. Al's Event Coordinator is responsible for planning, executing and overseeing all major school events and assisting with smaller-scale events throughout the year. This position consists of 20-30 hours/week during the school year and 1-5 hours/week during the summer, with hours gradually increasing in August. The Event Coordinator will work both onsite and remotely, with the majority of work time spent onsite.

Compensation will be at least \$17/hour and will be finalized based on experience. This position includes benefits and a staff tuition discount.

Major events include:

- Welcome Back Picnic (September)
- Fund Run (September/October)
- Halloween (October)
- Auction (April)
- 8th Grade Graduation Dinner (June)

Smaller-scale events include, but are not limited to aspects of:

- ELC & K-8 Christmas programs (December)
- Catholic Schools Week (January/February)

The St. Al's Event Coordinator will work cooperatively with the Mission Advancement team, Co-Principals, and volunteers. The Event Coordinator will also:

- Be well-versed on school mission and operations
- Maintain a high level of integrity, professionalism, and confidentiality
- Perform other duties as agreed upon

**ANNUAL AUCTION: EARLY BIRD TICKETS ARE NOW AVAILABLE** for our annual auction on Saturday, April 27!!! To register, simply scan the QR code on the back of your invite or click the button below. \$70 Early Bird tickets are available through March 24! The price goes up to \$75 after March 24, so get your tickets ASAP!

### HERE ARE SOME GREAT WAYS TO SUPPORT OUR AUCTION!

- Purchase merchandise worth \$100 retail value and donate it to the school.
- Ask for donations from local businesses you frequent.
- Build a Basket: Donate a complete theme basket, filled, wrapped, and ready for display.
- Cash Donations: If you are unable to do any of the above, simply give a cash donation of \$50 to the school specifically for the auction. Cash donations can be given online by following the link below or dropped off at school.
- Be an Auction Sponsor! You can do this by following the link below or filling out a procurement form and returning it to school. Sponsor details are attached.

Link for cash donations & auction sponsors:

<https://stalsschool.ejoinme.org/MyEvents/ShineChristsLight/tabid/1400262/Default.aspx>

### AUCTION DONATIONS:

1. Please drop off all auction donations at the upstairs front desk in the main building.
2. Please complete a procurement form for each donation. Donations must be accompanied by a completed procurement form.
  1. Completed procurement forms are critical for record keeping and catalog purposes.
  2. Procurement forms are available at all check-in desks and in the Advancement office.
  3. You can also print and complete the attached forms.
3. The final deadline for submitting auction donations is Friday, March 29. All items must be turned in by this date due to data entry and packaging deadlines for the event.

## SOCIAL MEDIA & WEBSITE:

- Follow us on social media: Facebook: St. Aloysius Gonzaga Catholic School-Spokane, Instagram: st.alsgonzaga

**Get your Auctions Tickets Now!**

**Cash Donations & Auction Sponsors**

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## VOLUNTEER OPPORTUNITIES

**Baskets:** Do you have extra baskets at your house that you would like to donate? We would love to have them! We are looking for donations of medium to large sized baskets that can be used for Auction Basket Making coming up on **Saturday, March 23**. Every 3 baskets donated will earn your family 1 (one) volunteer hour! If you have any questions, please email Aleisha Webb at [awebb@stalsschool.org](mailto:awebb@stalsschool.org). All basket donations can be dropped off at the upstairs front desk in the main building. Please make sure to put your family's name somewhere on the baskets.

**Basket Making Supplies:** We are also in need of other Auction Basket Making supplies! Listed below is an Amazon Wishlist link to different items available to purchase with quantities needed. Please make sure these items are delivered to the school by Friday, March 22 at 3:00 PM with your family's name somewhere on the items.

**These donations will earn you volunteer hours!** Record your Volunteer Hours on Track it Forward in the "Auction Basket Making Supplies" volunteer sign-up!

## AUCTION VOLUNTEERS:

Auction Volunteers Needed! We are only 40 days away from the auction! Our annual auction will take place on Saturday, April 27, and we need LOTS of volunteers leading up to the auction to help us get ready! Below is a list of volunteer opportunities with dates and descriptions. Please follow the Track it Forward link below to sign up.

### Auction Volunteer Opportunities:

- **Saturday, 3/23:** Basket Making 9:00-12:00 in the Activity Center. Come help us get all of the silent auction baskets ready and make them look pretty! **VOLUNTEER SIGN-UP FULL!** Thank you to everyone that signed up!
- Wednesday, 4/24: Volunteers needed for various tasks throughout the day 8:30-3:00
- Thursday, 4/25: Set-up of tables, chairs, etc. starting @ 5:15 PM (approximately 2-3 hours)
- Friday, 4/26: Silent Auction and table decor Set-up from 8:45-3:00 in the Garco Gym
- Saturday, 4/27: Auction night! This is a general sign-up to help at the auction. Volunteers will be placed in different sections as we get closer and information sent.

- Sunday, 4/28: The auction may be over but we will still have LOTS of work left to do! Coffee and donuts will be provided, and you will receive **DOUBLE VOLUNTEER HOURS!** We will be starting at 9:00 AM and will go until everything is all cleaned up.
- Wednesday, 5/1 - Friday, 5/3: Have a free hour or two to volunteer? We will still have many things to organize after the auction and would love some help!

### **Auction Committee Meetings:**

Next Auction Committee meeting is **Tuesday, March 26, at 6:00 PM, in the Randall Conference Room (upstairs Garco building)**. All auction meetings are now available for you to sign up for in Track it Forward! RSVP to any/all auction committee meetings, and Track it Forward will send you an automated reminder 2 days before each meeting!

- Tuesday, 4/9: Auction Committee meeting @ 6:00 PM
- Tuesday, 4/16: Auction Committee meeting @ 6:00 PM

## **Volunteer Opportunities**

## **Basket Making Supplies**



### **About Us**

**Email:** [dmanfred@stalsschool.org](mailto:dmanfred@stalsschool.org)

**Website:** [www.stalsschool.org](http://www.stalsschool.org)

**Location:** [611 East Mission Avenue, Spokane, WA, USA](#)

**Phone:** (509) 489-7825

**Facebook:** <https://www.facebook.com/StAloysiusGonzagaSchool>

# THANK YOU CORPORATE CHAMPIONS



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5.8 MB

## Mission Advancement Reorganization-PDF.pdf

[Download](#)  
75.5 KB

## 2024 Auction Sponsor Info.pdf

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579.5 KB

## 2024 Auction Procurement Letter.pdf

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**2024 auction procurement form\_fillable (2).pdf**

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**March Lunch Menu 2024.pdf**

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**Saint Al's Spring & Summer 2024 (7).pdf**

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**St. Aloysius Gonzaga Catholic School**

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