

Getting Ready....

GIFTS: Get Involved For The Students

The GIFTS program: WHY do we do it?

- 1) **Build Community within our school.** We encourage participation in school activities and events therefore together we build and promote a positive community for our families to grow and connect in.
- 2) **Reduce Tuition.** Operation Costs are reduced through increased family involvement to support the breadth of programming LHCS offers.
- 3) **Ensure Fundraising targets are met.** Fundraising activities also reduce tuition by approximately 5% annually. Participation from all families helps to continue building a sense of unity in our community as we strive to keep family costs as low as possible.

Family commitments to GIFTS:

- Every family is required to participate in GIFTS. The Program runs annually from September 1st to August 15th.
- Your family has two options:
 1. Fulfill all required General and Fundraising volunteer hours based on Family Category (Chart below).
 2. Opt-out and pay the “Opt-out Equivalent” fee. If you choose to “opt-out” use appropriate boxes on tuition calculation worksheet.

Family Category	General	Fund-raising	= Total Required Hours	OPT Out Fee
Families with one or more full-time students	20 hrs	20 hrs	40	\$1,000.00
Families with one or more international students	20 hrs	20 hrs	40	\$1,000.00
New families with one or more full-time students	15 hrs	15 hrs	30	\$750.00
Families with one student in 50% Kindergarten (JK or SK)	10 hrs	10 hrs	20	\$500.00
Single parent families with any students	8 hrs	8 hrs	16	\$400.00
Other: prorated term based on admission date (1)				

(1) Note: Families enrolling late in the year will have prorated rates, 10% reduction per month from September.

To ensure fair, consistent participation by all families, it is necessary for parents to fulfill their commitments by August 15th. If they do not:

- Parents with unfulfilled **General** hours will be asked to make a financial contribution in place of these unfulfilled hours at a rate of \$20/hour.
- Parents with unfulfilled **Fundraising** hours will be asked to make a financial contribution in place of these unfulfilled hours at a rate of \$30/hour.

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GIFTS Program: “MyVolunteerPage.com”

Available LHCS volunteer opportunities and tracking of family GIFTS hours will be done on-line via our volunteer database system “MyVolunteerPage.com” powered by Better Impact. (You will have one family account for all family members)

-Returning families are already in the system and will continue to use their family account to sign up to opportunities, record and track GIFTS hours, etc.

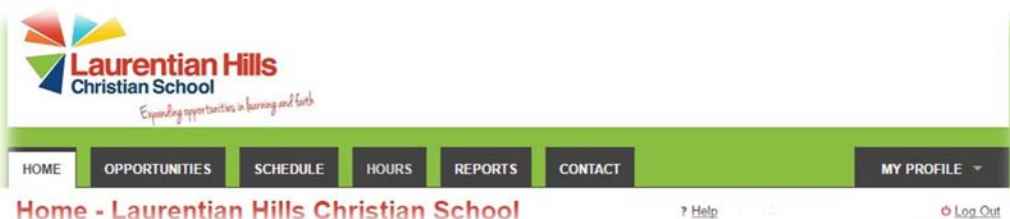
-New families will be added to the system when they enroll to the school and will be sent an email with their user name and temporary password, so they can sign in and get started

Basic Instructions to Help Navigate the System

Visit <https://app.betterimpact.com/Login/Volunteer> to sign in and get started.

You can also access the login page from the LHCS website by clicking on the Volunteer Icon on the very bottom right hand of the screen

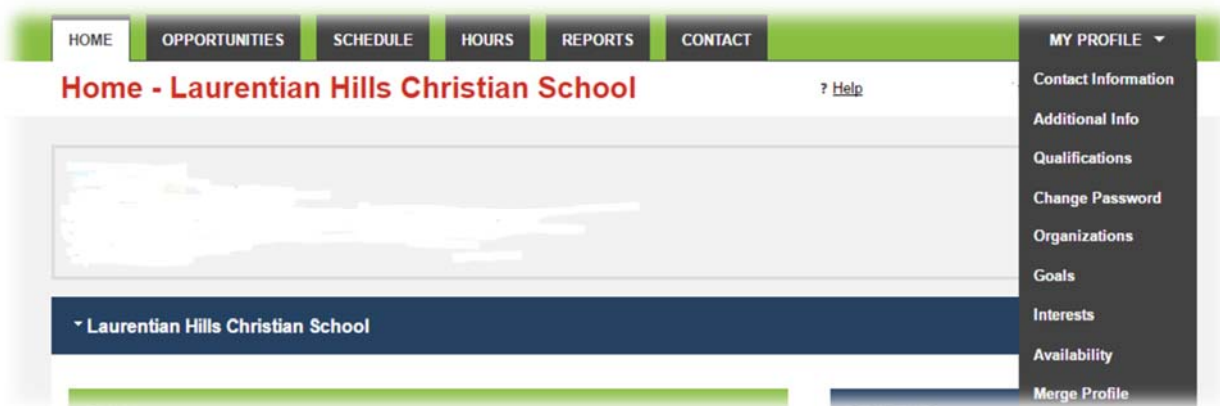
1. Sign in with your user name and password. If you were given a temporary password, you will need to update it once you are in the system.
2. On the far right, Go to the “**My Profile**” tab to edit/update your profile.



3. Under this tab, click on “**Change Password**” to update your temporary password or to update an old password.

Several other options will display down the side of the page when you hover over or click on the “**My Profile**” tab: (see info below about important ones)

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Contact Info/Additional Info/Qualifications/Availability

- If you make changes to data in any of these tabs, you must click on the “[Save]” button in that tab to record those changes, otherwise they will not be saved. Look for the “[Save]” button at the bottom of screen. Scroll down to find if necessary.
- If more information is available on a field, you can move your mouse over the (i) button displayed beside it.
- **Contact Info:** This tab contains basic contact information including user name, etc.
- **Additional Info:** This tab contains:
 - a. The consent for you to receive communications by email from GIFTS Program
(Mandatory Field)
 - b. The GIFTS Contract. Yes, We will participate / No, We Opt-out **(Mandatory field)**
 - c. Selection for Grades of your child/ren
 - d. Required Fundraising & General GIFTS hours, for your family, for the current school year
 - e. Selection if you are a LHCS teacher
- **Qualifications:** This tab includes the Family Gifts and Skills Survey. Update for information pertaining to your whole household. **(Mandatory field)**

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- **Availability:** This tab allows you to select times that you may be available

4. In addition, the following tabs are available to you to navigate through “MyVolunteerPage.com”:

- **Home** – returns you to the Home Page
- **Opportunities** – look here to sign up for available activities (fundraising and general)

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Signing Up:

To sign up for an activity:

- **OPTIONAL:** Filter the activities to potentially shorten the list you see
- Click on the activity in the list that you want to do
- If there are more than 20 shifts listed, you can also filter to show only shifts for specific dates and start times
- You will see the date, start time and end time for each shift of a scheduled activity. The “Overlap” column will indicate whether or not you are already assigned to another scheduled activity that overlaps with this shift.
- Your organization might have also enabled other features here. If you don’t see them, just skip.
- “**Openings**”: shows you how many positions are currently open and the total number of volunteers needed for the shift (example: 2/5)
- For each shift you would like, click the **[+ Sign Up]** button beside the desired date. If you wish to sign up for multiple shifts, you can check the box beside each one you would like and then click the **[+ Signup for Selected]** button below the list of shifts. If the activity is unscheduled or seasonal, click on the **[+ Sign Up]**
- Shifts that are full or unavailable for signup will be displayed with the word “Full” beside them. In this case, if you are still interested in being assigned to the activity, you can click the **[+ Add me to the back-up list in case you ever need extras]** button at the top of the screen. (If necessary, you can return here to remove yourself from the back-up list.)
- Depending on how the administrator sets up the activity, you will either be assigned to it immediately or placed on a list of available candidates for the shift

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- **Schedule** - display activity assignments and confirm, decline, remove from activities, generate/print your schedule, add your scheduled assignments to a personal calendar (*please note- an activity that is classified as seasonal or not scheduled for a specific date and time, will not show up on the calendar*)

- **Hours** – this is where you will log any hours that are general hours. It will list recent logged hours

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Logging Hours

To log hours for an activity you have worked:

- Click on the “**Hours**” tab
- Select the activity for which you are logging hours by selecting it from the drop list beside “Activity”
- This field contains a list of “**Recent**” activities; you will also see a button below for “**Active Activities**” or “**Inactive Activities**”. You can return to the original list of activities by clicking on the “**Recent**” link, if applicable.
- Enter the date you worked in the field beside “Date Volunteered”
- Enter the number of hours and minutes worked
- Click on the **[Save]** button to create the hours log entry
- Hours will then go to the administrator account for approval, unless approval is not required for that activity
- Fundraising Hours will be logged and confirmed at the same time when being inputted on your behalf.

Viewing Logged Hours

To view hours you have logged (or hours that have been logged for you):

- Click on the “**Hours**” tab
- You will see a listing of hours logged in the “**Most Recent Entries**” section. If any of the hours have been entered in error, you will have the option of deleting them by clicking on the “**Delete**” option.
- You can also view a more detailed and full list of all hours under the “**Reports**” tab. Simply filter by date, category, activity, etc. and you can view or export your family report at any time

➤ **Reports** - view hours reports and summaries for the current school year

➤ **Contact** - send email to GIFTS Administrator or committee members

➤ **My Profile** - edit/update your profile

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Fulfilling Your Family Commitment For The GIFTS Program

- “Sign Up” for activities at myVolunteerPage.com and begin accumulating your required hours in two categories: General hours and Fundraising hours.
- Hours can be earned by any volunteer representing your family. Parent(s), Grandparent(s) older children, friends and relatives, etc.
- If you realize exceptional circumstances will prevent you from fulfilling your GIFTS commitment, please contact the GIFTS Committee: gifts.program@lhcs.net

Tracking GIFTS Hours

- Take responsibility for accurate accounting of your GIFTS Hours Commitment.
- If you serve on a committee, hours will be submitted on your behalf by the Chair of the committee.
- Refer to the “GIFTS Hour Matrix” included in the parent handbook for more details and information.
- Fundraising hours will be submitted on your behalf by the fundraising volunteer chair and/or coordinator.

NOTE: *Only those activities which contribute to the fundraising budget will qualify against the fundraising minimum hour category requirement of your family.*

Major Fundraisers

Volunteer Opportunities

Major Fundraisers

Gift Cards - Continuous

LHCS stocks the following gift cards: Sobeys, Food Basics, Freshco, No Frills, Zehrs, Superstore, Food Basics, A&P, Tim Hortons, Canadian Tire, Shoppers Drug Mart, Cara Group, Esso, Petro Canada, Giant Tiger, M&M Meats, Starbucks & Colour Paradise. Gift cards are available for purchase at outside the school office, every morning and from the school office every day, all day. LHCS earns 2%-5% on all sales and 20% for Colour Paradise. Consider making a goal to increase your purchases as it is something everyone uses and is an added bonus for the school.

Culinary Committee – Variable

This committee’s mandate is to raise funds through food preparation and serving. In the committee’s first year it organized takeout meals, lunches for students, a pre-meeting dinner and dinner before the GST Auction. Consider joining this committee.

Golf Tournament – Saturday, September 17, 2016

Committee members (under supervision of the chair) work together to organize the tournament including attending organizational meetings, setting dates and locations, advertising, collecting sponsors etc. Members should also be available for the tournament. Involvement in this committee is Spring, Summer and Fall.

Apple Pie Making Sale – September 30, 2016 and October 1, 2016

This fundraiser is in the spirit of an old-fashioned work bee! Volunteers will work in shifts to prepare apple and cherry pies in time for Thanksgiving. Coordinators will organize the orders, compile the ingredients, and assign the tasks for the volunteers to make the pies.

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Spring Auction – April 22, 2017

Goods, services and talents are donated and sold during silent and live auctions. Committee members (under the supervision of the chair) help to organize the soliciting of items, advertising, refreshments, setting up, helping out on the evening of the event, publishing the booklet of items and sending thank you cards.

Read-a-thon – March, 2017

This fundraiser is a fun event for students to collect sponsors from family, friends and neighbours. In the past there has been roller-skate-a-thon, ice skate-a-thons, a swim/jump/dive-a-thon, walk-a-thon and read-a-thon.

Cheese Sales – Dutch cheese is sold three times during the school year as well as specialty food items before Christmas, March and June.

QSP Magazine Fundraiser - Magazine subscriptions purchased through this program raise money per subscription. Orders can be made year round at www.qsp.ca or through a special fall campaign. Use group #3650884 when ordering on line.

FunWorx – During the November PD day, students have the opportunity to play at FunWorx with all admission money going to LHCS.

Scrapbooking Fundraiser – A winter event held on a Friday night and all day Saturday for anyone who likes to scrapbook. Lunch and snacks are provided.

Advertising Booklet – A booklet put together for the school community that allows businesses within the school to market their business while supporting the school.