

Holy Trinity School
Where Faith, Education and Values Unite

5720 Steubenville Pike McKees, Rocks, PA 15136 Phone 412-787-2656 Fax 412-787-9487

September 30, 2009

Dear Parents,

On the advice of the Finance Council, Holy Trinity School is in the process of forming a Fundraising Board. This is very exciting for us because it will give all the fundraising chairpersons a place to go for support, advice and leadership.

The auction for 2009 is already in place, but our other largest fundraiser, the Festival, is waiting in the wings. I have been approached with a number of great ideas for next year's festival and these ideas will need to be presented to the Fundraising Board for consideration.

We would like anyone interested in getting their ideas in place for next year's festival to submit a proposal to the board for consideration. The profit goal for the 2010 Festival is \$80,000.

We have a set of guidelines that were helpful in years past. They worked very well in providing continuity of leadership with the Festival. The new guideline for Festival Chairs to serve a 2 year term. This will give continuity to the process of transferring the responsibilities of the Festival over from one year to the next. Two of the four 2010 co-chairs will become Chairpersons in 2011.

The proposal should include a list of Festival Chairs and Committee Chairs as follows:
Festival Chairs. First Year of service – Chairpersons Elect (assist Chair and learn) – 2 people
Second Year of service – Chairpersons (In charge of the Festival) – 2 people

Committee Chairs

Casino	2 people
Volunteers	2 people
Food	2 people
Games	2 people
Sponsorships	1 person
Entertainment	1 person
Marketing/Advertising	1 person
Chinese Auction	1 person
Setup/Teardown	1 person
Maintenance/Cleanup	1 person
White Elephant	2 persons
Parking/Safety/Permits	2 persons
Cashier/Accounting	1 person to work with Business Manager

The proposal should include significant progress in having chairpersons signed up for the above named venues, some ideas for expanding the profit margin for these individual areas and any other innovative ideas you may have.

Please submit your proposal to Bernie Petruska at bpetruska@comcast.net by October 25, 2009.

Thank you,

Kimberly Stevenson
Principal

