2019- 2020
Principal and Coordinator Packet

Sponsored by:
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Your YOU CAN LEND A HAND™ Support Team

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2019 – 20 YCLAH Program Important Dates

September 19  Principal/Coordinator Meeting - 11:30am
               Fort Wayne - Chili’s
               South Bend - Papa Vino’s

September 25  Due to QDI: Principal/Coordinator Information & Mass Participation Forms

October 15    Fort Wayne All Schools Mass at Memorial Coliseum – 10:30 a.m.

October 17    Due to QDI: Coupon Book & Material Order

October 23    South Bend All Schools Mass at Purcell Pavilion - 10:30 a.m.

November 21   Due to QDI: Student Poster Entries & Wish List

December 9    Schools Mail Luncheon Invitations to Guests

January 3     Luncheon RSVPs due to Schools

January 8     Due to QDI: Luncheon RSVPs

January 28    Fort Wayne YCLAH Luncheon - Grand Wayne Convention Center 11:15 a.m.

January 30    South Bend YCLAH Luncheon - Century Center – 11:15 a.m.

February 1    Coupon Book Sales Begin

February 29   Coupon Book Sales End

March 13      Due to QDI: Payments
YCLAH FAST FACTS

YOU CAN LEND A HAND

1983 BEGAN 38 YEARS AGO
MONEY RAISED FOR LOCAL CATHOLIC SCHOOLS
11.2 MILLION+
45 PARTICIPATING CATHOLIC SCHOOLS IN NORTHERN INDIANA & SW MICHIGAN

125,000
100,000
75,000
50,000
25,000
0
2007 2012 2016 2019

2007 - 2018 COUPON BOOKS SOLD

YOU CAN LEND A HAND

QDI RECEIVES 16.7%
COUPON BOOK PRICE: $3
SCHOOL KEEPS 83.3%

2007 BUDGET $107,600
2018 BUDGET $93,000

2018 DEFICIT $2,300

2019 YCLAH Budget

PRINTING $27,500
- Coupon Books
- Envelopes
- Shipping
- Tracking Posters
- BK Marketing

MASSES $4,000
- Ushers, Nurses, Fire Department, ND Staff, Catering, Etc

MEDIA $17,850
- Radio
- Billboards
- Print

FAMILY DAYS $6,500
- Invites, Programs
- Video Production
- Centerpieces

LUNCHEONS $33,300
- Catering

MISC $5,000
- Mileage, Coupons to Coordinators & Principals

Family Days 7.1%
Printing 29.8%
Luncheons 36.1%
All School Masses 4.3%
Media/Advertising 19.4%

Additional QDI Expense
- $75,000

chilis
Papa John's

www.youcanlendahand.com
**PRINCIPAL ROLE**
Principals are the program advocates and encourage students and staff to complete a successful fundraising campaign.

- Understand the YOU CAN LEND A HAND™ program, set coupon book sales goals and communicate with staff, Parish Pastor and school families about the program elements and events
- Designate students for All Schools Mass activities
- Select guests to invite to the You Can Lend A Hand Luncheon
- Visit [www.youcanlendahand.com](http://www.youcanlendahand.com). Choose the “Forms & Packets” tab and select your location in the dropdown.
  - SB & FW PRINCIPAL AND COORDINATOR INFORMATION (DUE: 9/25/2019)
  - SB ONLY ALL SCHOOLS MASS PARTICIPATION FORM (DUE: 9/25/2019)
  - COUPON BOOK AND MATERIALS ORDER (DUE: 10/17/2019)
  - YCLAH LUNCHEON GUEST RSVP FORM (DUE: 1/8/2020)

**COORDINATOR ROLE**
The Coordinator is the cheerleader, scorekeeper and coach for your school.

- Distribute materials
- Arrange for adult volunteers
  - Stuff envelopes & assist Principal with incentive prizes
- Reconcile sales figures and provide payment to Quality Dining (DUE 3/13/2020)
FORT WAYNE ALL SCHOOLS MASS

Tuesday, October 15, 2019 | 10:30 a.m. | Allen County War Memorial Coliseum

TRANSPORTATION
Schools in the Fort Wayne area of the Diocese must provide their own transportation by bus or automobile. If schools close the day of the Mass, the event will be cancelled. If there are school delays, the Mass will not be cancelled or delayed. An Inclement Weather Plan is sent out by the Catholic Schools Office closer to the Mass.

STUDENT PARTICIPATION
High Schools provide music and facilitate their own rehearsals and preparations.

FLOOR SEATING
All 4th graders from each school sit in the Floor Seating Area during Mass. All 4th graders should dress up as their favorite Saint for Mass. Students should be prepared to engage and answer questions from the Bishop. Chaperones (teacher/parent volunteers) from each school are also in the seating area to supervise the children. Seating assignments are listed in the final packet sent to principals in advance of the Mass. Upon arrival, everyone will be directed to their seats by high school student volunteers. Following the Mass, students and chaperones should wait for dismissal instructions for their school.

FOOD BANK DONATION
Schools are asked to have a food drive prior to the Mass. Students assigned to present the offertory gifts are asked to bring a light basket of food which will be donated to Community Harvest Food Bank. The basket should be light enough for the student to carry during the procession. Please put your school’s name on the bottom of the basket. Barrels for additional donations will be placed near the entrance of Expo II and III.

SCHOOL-PRINCIPAL INFORMATION
Finalized details are included in the final packet, which will be emailed from the Catholic Schools Office to principals closer to the Mass. If you have questions, please contact Karen DeRose in the Catholic Schools office at (260) 422.4611 ext 3316 or at kderose@diocesefwsb.org.
SOUTH BEND ALL SCHOOLS MASS
Wednesday, October 23, 2019 | 10:30 a.m. | Notre Dame Purcell Pavilion

TRANSPORTATION
Schools in the South Bend area of the Diocese are welcome to provide their own transportation or use bus transportation for a projected cost of $80 per South Bend Community School Corporation bus and $160 per Mishawaka, Granger and Elkhart bus, pending gas prices and distance from the Purcell Pavilion. Schools outside the Diocese are required to provide their own transportation. The Catholic Schools Office coordinates bus hiring arrangements and communication (including bus payment information) with schools prior to the Mass.
If schools cancel the day of the Mass, the event will be cancelled. If there are school delays, the Mass will not be cancelled or delayed. An Inclement Weather Plan is sent out by the Catholic Schools Office closer to the Mass.

STUDENT PARTICIPATION
Jeremy Hoy, Instrumental Director, will contact schools with information about student choir and musician participation via email (jhoy@stpius.net)
Note: All musicians (choir members, instrumentalists and hand bells) must arrive at Notre Dame by 8:00 am.
The Office of Worship provides sheet music prior to the Mass. Musicians are asked to bring a music stand with them the day of the Mass.

Mandatory Choir/Musician Rehearsals:
All student participants are required to attend rehearsals at St. Pius X Catholic Church
Address: 52553 Fir Road, Granger, IN 46530

INSTRUMENTALISTS ONLY: Tuesday, October 1, 2019, 6:30-8 p.m.
INSTRUMENTALISTS/CHOIR/HANDBELLS: Tuesday, October 22, 2019, 6:30-8 p.m.

FLOOR SEATING
All 4th graders from each school sit in the Floor Seating Area during Mass. All 4th graders should dress up as their favorite Saint for Mass. Students should be prepared to engage and answer questions from the Bishop. Chaperones (teacher/parent volunteers) from each school are also in the seating area to supervise the children. Everyone will be directed to their seats upon arrival. Following the Mass, students and chaperones should wait for dismissal instructions for their school.

FOOD BANK DONATION
Schools are asked to have a food drive prior to the Mass. Students assigned to present the offertory gifts are asked to bring a light basket of food which will be donated to St. Vincent de Paul Society Food Pantry. The basket should be light enough for the student to carry during the procession. Please put your school’s name on the bottom of the basket.
STUDENT-DESIGNED TRACKING POSTER CONTEST & WISH LIST

Posters & Wish List DUE TO QDI November 21, 2019
Winner Selected and Contacted w/o December 2, 2019
Winner Recognized at YCLAH Luncheon January 28 (FW) or 30 (SB), 2020

The Student-Designed Tracking Poster Contest is an excellent way for students to get involved and create awareness of the coupon book sale.

The winning poster is used by all area schools participating in the YOU CAN LEND A HAND™ Program to promote coupon book sales and track coupon book sales progress.

The winning student will receive a copy of the poster he/she designed, as well as gift certificates from BURGER KING®, Chili’s® and (in the South Bend/Southwest Michigan area) Papa Vino’s Italian Kitchen®. The student winner will also be recognized during the YOU CAN LEND A HAND™ Luncheon during Catholic Schools Week.

POSTER DESIGN CONTEST RULES
- Poster design must be artwork of only one student
- One entry per student
- Design must incorporate a way to chart sales progress in percentages (10%, 20%, 30% to 100%)
- Poster should include the BURGER KING®, Chili’s®, Papa Vino’s® and YOU CAN LEND A HAND™ logos (actual logos available at YCLAH.com)
- Design must be submitted on an 8.5” x 11” white sheet of paper with no lines and be in full, bright color
- The student’s name, school, city and grade must be on the back of the entry
- Entries must be submitted to Quality Dining by Thursday, November 21, 2019
- Entries should be sent in bulk from your school

Note: If this does not fit into your art curriculum, you may offer the opportunity for students to do this at home, over the weekend or as an extra credit project.

WISH LIST INFORMATION
Each School will receive 10 “Wish List” cards from QDI. We are asking you to have students, teachers or principals write down what your school would buy if you had the money in your budget. Please attach a high resolution, color school picture to the designated area and mail to QDI. These are used at place settings at the luncheons. Wish lists and posters may be submitted together.

Quality Dining, Inc.
Attn: Marketing
4220 Edison Lakes Parkway
Mishawaka, IN 46545

Sample Wish List

www.youcanlendahand.com
COUPON BOOK SALE
Coupon Book and Program Material Order  
Due to QDI: October 17, 2019

Form accessible at: www.youcanlendahand.com

- One version of the coupon book will be printed and distributed to all schools
- Coupon Books will ship directly to each school, arriving the week of January 20.
- Inventory your books ASAP. Inform QDI Marketing immediately if there is an error.
- If your inventory of books is depleted prior to the end of the sale please email yclab@qdi.com to request additional books.
- No books should be transferred to other schools without notifying Quality Dining.
- Your principal agrees to accept the books and assumes responsibility for money generated from the sale. Books may not be returned to Quality Dining.
- The sale begins February 1 and ends February 29.

<table>
<thead>
<tr>
<th>South Bend / SW Michigan / NW Indiana Area Schools</th>
<th>2019 Order*</th>
<th>2020 Suggested Order</th>
<th>Fort Wayne Area Schools</th>
<th>2019 Order</th>
<th>2020 Suggested Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christ the King</td>
<td>3600</td>
<td>3710</td>
<td>Huntington Catholic</td>
<td>1100</td>
<td>1130</td>
</tr>
<tr>
<td>Corpus Christi</td>
<td>2000</td>
<td>2060</td>
<td>Most Precious Blood</td>
<td>1750</td>
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</tr>
<tr>
<td>Holy Cross</td>
<td>2430</td>
<td>2500</td>
<td>Our Lady School</td>
<td>325</td>
<td>335</td>
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<tr>
<td>Holy Family</td>
<td>3000</td>
<td>3090</td>
<td>Queen of Angels</td>
<td>1500</td>
<td>1545</td>
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<tr>
<td>Lake Michigan Catholic Elementary, St. Joseph</td>
<td>3100</td>
<td>3190</td>
<td>Sacred Heart</td>
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<td>805</td>
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<td>1960</td>
<td>St. Aloysius</td>
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<td></td>
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<tr>
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<td>2680</td>
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<td>205</td>
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<tr>
<td>Our Lady of Hungary</td>
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<td>1340</td>
<td>St. Charles Borromeo</td>
<td>2700</td>
<td>2780</td>
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<tr>
<td>Queen of Peace</td>
<td>1700</td>
<td>1750</td>
<td>St. Elizabeth Ann Seton</td>
<td>3150</td>
<td>3250</td>
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<td>St. Adalbert</td>
<td>400</td>
<td>410</td>
<td>St. John the Baptist, Fort Wayne</td>
<td>700</td>
<td>720</td>
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<tr>
<td>St. Anthony de Padua</td>
<td>420</td>
<td>435</td>
<td>St. John the Baptist, New Haven</td>
<td>2000</td>
<td>2060</td>
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<tr>
<td>St. John the Baptist</td>
<td>700</td>
<td>720</td>
<td>St. Joseph, Decatur</td>
<td>900</td>
<td>925</td>
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<tr>
<td>St. John the Evangelist, Goshen</td>
<td>1650</td>
<td>1700</td>
<td>St. Joseph, Fort Wayne</td>
<td>850</td>
<td>875</td>
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<tr>
<td>St. Joseph, South Bend</td>
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<td>1390</td>
<td>St. Joseph, Garrett</td>
<td>850</td>
<td>875</td>
</tr>
<tr>
<td>St. Jude</td>
<td>2300</td>
<td>2370</td>
<td>St. Joseph Hessen Cassel, Fort Wayne</td>
<td>400</td>
<td>410</td>
</tr>
<tr>
<td>St. Mary's School, Niles</td>
<td>720</td>
<td>740</td>
<td>St. Jude</td>
<td>100</td>
<td>105</td>
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<tr>
<td>St. Matthew Cathedral</td>
<td>2250</td>
<td>2320</td>
<td>St. Louis Academy, Besancon</td>
<td>600</td>
<td>620</td>
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<tr>
<td>St. Michael, Plymouth</td>
<td>1480</td>
<td>1525</td>
<td>St. Mary of the Assumption, Avilla</td>
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<td>1850</td>
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<tr>
<td>St. Pius X</td>
<td>3500</td>
<td>3600</td>
<td>St. Rose of Lima, Monroeville</td>
<td>525</td>
<td>540</td>
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<td>St. Stanislaus, Michigan City</td>
<td>600</td>
<td>620</td>
<td>St. Therese</td>
<td>1000</td>
<td>1030</td>
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<tr>
<td>St. Thomas the Apostle</td>
<td>2300</td>
<td>2370</td>
<td>St. Vincent de Paul</td>
<td>3280</td>
<td>3380</td>
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<tr>
<td>St. Vincent de Paul</td>
<td>1100</td>
<td>1130</td>
<td></td>
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</tbody>
</table>

2019 Order includes initial coupon book order and additions.

www.youcanlendahand.com
COUPON BOOK SALE MATERIALS
All Program Materials will arrive during the week of January 20, via UPS from the printer. Please contact QDI if you do not receive your materials.

YCLAH Promotional Tracking Poster(s)

White Envelopes:
• Each student should receive a white envelope with the following materials in it:
  o Coupon books
  o Principal letter (schools are responsible for creating this. Find a sample at youcanlendahand.com)
  o We are NOT providing blue return envelopes this year. The white envelopes will serve as both the envelopes that go home to schools and envelopes students use to return unsold coupon books and money to schools.

IDEAS FOR SELLING AND MARKETING
SELLING:
• At Church after Mass
• Parish Functions
• Sporting/Club Events
• Area Businesses
• Parent/Guardian Workplace
• Grocery Stores
• Neighborhoods
• Social Media (Facebook, Twitter, Instagram)

MARKETING:
• Social Media (Facebook, Twitter, Instagram)
• School/Parish Website
• Church Bulletin
• School Newsletter
• Church/School Marquee
• Pulpit Announcement at Church

INCENTIVE PRIZE PROGRAM
If you participate in an in-school Coupon Book Sale Incentive Program Quality Dining, Inc.® provides up to $200 toward your incentive program, based on your Coupon Book order. Incentive dollars are subtracted from the total amount you owe for the coupon books. This is reflected on your Reconciliation Form after coupon book sales.

The amount of incentive dollars is based on the number of books you initially order. Transfers received from other schools and any additional Quality Dining orders are not included.

<table>
<thead>
<tr>
<th>Total Books Ordered</th>
<th>Eligible Incentive Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-300</td>
<td>$50.00</td>
</tr>
<tr>
<td>301-500</td>
<td>$75.00</td>
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<tr>
<td>501-1000</td>
<td>$100.00</td>
</tr>
<tr>
<td>1001-3000</td>
<td>$150.00</td>
</tr>
<tr>
<td>3001 or more</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
INCENTIVE PRIZE PROGRAM CONT.
TOP CLASSROOM SALES INCENTIVE IDEAS:
- Jeans day
- Pizza or ice cream party
- Field trip/limo ride to lunch
- Cash prize
- Extra recess
- No homework pass

TOP INDIVIDUAL SALES INCENTIVE IDEAS:
- Lunch with the Principal
- iPad Mini
- SCRIP certificates
- Gift cards

FAMILY INCENTIVES
Each school will receive a prize pack sponsored by Quality Dining and other YCLAH program supporters. You may award this incentive however you’d like (top seller per school, enter names in a contest then draw a winner from students who meet a specific “above and beyond” quota, etc.).

Prize Pack Contents will be announced in a separate communication closer to the coupon book sale.

COUPON BOOK SALE RECONCILIATION
At the end of the Coupon Book Sale please fill out the Coupon Book Sale Reconciliation worksheet (included on next page). This lists the school’s sales, proceeds and amount due to Quality Dining. DUE TO QDI: Friday, March 13, 2020

Make check payable to Quality Dining, Inc. ®

Address:
Quality Dining, Inc.
Attention: Marketing
4220 Edison Lakes Parkway
Mishawaka, IN 46545
COUPON BOOK RECONCILIATION FORM

Payment is due to Quality Dining by: Friday, March 13, 2020
Please include a signed copy of this form with your payment.

Checks should be made out to: Quality Dining, Inc. and mailed to:

Quality Dining
Attn: Marketing
4220 Edison Lakes Parkway
Mishawaka, IN 46545

<table>
<thead>
<tr>
<th>SCHOOL NAME:</th>
<th></th>
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<tbody>
<tr>
<td>COORDINATOR’S SIGNATURE:</td>
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<table>
<thead>
<tr>
<th>TOTALS</th>
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</thead>
<tbody>
<tr>
<td>BOOKS ORDERED:</td>
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<tr>
<td>ADDITIONAL BOOKS ORDERED</td>
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</table>

<table>
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<tr>
<th>LESS PRIZE MATCH:</th>
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<tbody>
<tr>
<td>100-300</td>
<td>$50.00</td>
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<tr>
<td>301-500</td>
<td>$75.00</td>
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<tr>
<td>501-1000</td>
<td>$100.00</td>
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<tr>
<td>1001-3000</td>
<td>$150.00</td>
</tr>
<tr>
<td>3001 or more</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

| COST OF BANNER (If Applicable) ($60) | x | $60.00 |

<table>
<thead>
<tr>
<th>AMOUNT DUE TO QUALITY DINING:</th>
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<tr>
<th>PROCEEDS TO SCHOOL:</th>
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</thead>
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YOU CAN LEND A HAND LUNCHEONS

Schools Receive RSVPs
Due to Schools: January 3, 2020

Luncheon RSVPs
Due to QDI: January 8, 2020

FORT WAYNE LUNCHEON - Tuesday, January 28, 2020 – 11:15 a.m.
Location: Grand Wayne Convention Center, Anthony Wayne Ballroom- 120 W. Jefferson Blvd., Ft. Wayne, IN

SOUTH BEND LUNCHEON - Thursday, January 30, 2020 at 11:15 a.m.
Location: Century Center, Discovery Ballroom - 120 S. Dr. Martin Luther King Jr Blvd | South Bend, IN

QDI will mail ALL Luncheon invitations to each school. Each school is responsible for mailing invites to guests no later than December 9. All guests will RSVP to the school that extended their invitation and the school is responsible for reporting those to QDI. If a guest does not RSVP, it is the school’s responsibility to contact that guest for an RSVP. Your invited guests are to RSVP to you by Friday, January 3. Luncheon RSVPs due to QDI by January 8, 2020.

Schools with a Light of Learning Recipient have a maximum 15 total guests; 10 school guests (including Principal and Pastor), 1 Light of Learning Recipient and 4 Light of Learning guests.

Schools with NO Light of Learning Recipient have a maximum 10 guests (including your Principal and Pastor).

GUEST LIST RECOMMENDATION
We are giving you the opportunity to invite parishioners, business associates and community leaders to the Luncheon as your guests. When possible, these guests are seated at your table. It is our hope that you use the opportunity to talk in this informal setting and begin the process of forming beneficial relationships.

LUNCHEON DISPLAYS

Bring to Luncheon by 10:45 a.m.
All schools should create a tri-fold poster display highlighting how the YCLAH program has impacted their school, how they use the funds raised and their Light of Learning Recipient (as applicable). Displays should be brought to the Luncheon by 10:45 a.m. Please pick up your display immediately after the event.