YOU CAN LEND A HAND™
Coordinator Packet

South Bend
Southwest Michigan
Northwest Indiana

A community project sponsored by:
COORDINATOR/PRINCIPAL CONFERENCE CALL

January 11, 2017 at 10:00 a.m.

Toll-free Conference Call-in #: 1-877-820-7831
Participant Pass Code: 2347706 (followed by the # sign to enter the conference call)

OUTLINE:

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TIMELINE:

January 11 - 10:00am  Coordinator/Principal Conference Call & Luncheon RSVPs due to QDI
January 25  Program Materials Arrive to Schools (excludes coupon books)
January 29 – 12:00pm  YCLAH Day with Notre Dame Women’s Basketball
February 2  Celebration of Excellence in Catholic Education Luncheon at Hilton Garden Inn
  • Bring Luncheon Displays – 10:45am
  • Coupon Book Distribution – After Luncheon
February 3  SB Coupon Book Sales Begin
February 28  SB Coupon Book Sales End
March 6  Schools are emailed Reconciliation Form
March 17  Due to QDI: Reconciliation Check
IMPORTANT COUPON BOOK INFO

- Books will be distributed to school Coordinators or Principals after the Luncheon on Thursday, February 2, 2017.
  - The Coordinator/Principal will pick up a sign upon arriving to the luncheon to be displayed on the front dash of their car when picking up coupon books.
  - Drivers should pull to the front awning entrance of the Gillespie Conference Center for coupon book pick-up.
- Inventory your books ASAP. Inform QDI Marketing immediately if there is an error.
- If your inventory of books will be depleted prior to the end of the sale please email yclah@qdi.com to request additional books.
- If your school will be participating in the Coupon Book Sale Incentive Prize Program, transfers from other schools and any additional QDI orders are not included.
- No books should be transferred to other schools without notifying Quality Dining.
- Your principal has agreed to accept the books and assumed responsibility for the money generated from the sale.
- Coupon books should not be sold by students before Friday, February 3, 2017.
- The sale will begin February 3 and end February 28.

2017 PROGRAM MATERIALS:

All Program Materials will arrive on Wednesday, January 25, 2017, via UPS from Service Printers. Please contact QDI if you do not receive your materials.

YCLAH Promotional Poster(s)

Tracking Poster(s)

White Envelopes:
- Each student should receive a white envelope with the following materials in it:
  - coupon books
  - blue envelope (return envelope)
  - a principal letter

Blue Envelopes:
- Use the bottom line which is the “request for more books” line to help you move more books to the best sellers.

Coupon Book Sales Record - Excel spreadsheet (email attachment)
- Attached is an electronic Record Sheet (Excel spreadsheet) that should be used to perform weekly tracking of coupon book sales.
- Be precise with numbers entered on the record sheet.
- Utilize one sheet per classroom per week. At the end of the week, carry over all numbers from the prior week.

Sample Principal Letters (email attachment)
- Sample Letter One announces the coupon sale and should be sent one week prior to the sale.
- Sample Letter Two should be included in the white envelope on the first day of the sale.

2017 Coupon Book Offers can be accessed at: http://youcanlendahand.com/Couponbook.html
COUPON BOOK SALE INCENTIVE PRIZE PROGRAM

Each school has the option of providing an incentive program for their top sellers. Quality Dining will help by providing up to $200 based on your school’s coupon book order, to be utilized for your incentive program.

Incentive funds are allocated during the Coupon Book Sale Reconciliation at the end of the program. The amount of your incentive dollars will be deducted from the total amount you owe for the coupon books you ordered and will be adjusted on your school’s Coupon Book Sale Reconciliation Form that will be sent March 6.

The amount of the incentive dollars is based on the number of books you initially ordered.

<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>
</tr>
<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>

STUDENT PRIZES & INCENTIVES SUGGESTIONS:
- Daily Prizes (top selling student in each class and in school)
- Classroom Prizes
- End-of-Sale School-Wide Prizes

TOP CLASSROOM SALES INCENTIVE IDEAS:
- Jeans day
- Pizza or ice cream party
- Field trip
- Cash prize
- Extra recess
- No homework pass

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

IDEAS FOR SELLING:
- In church after Mass
- Flyer in Church Bulletin
- Parish Functions
- Sporting events, Club events
- Area businesses
- Parent/Guardian’s workplace
SOUTH BEND CUBS™ STUDENT RECOGNITION GAME

South Bend Cubs Game Student Incentive Form  
Due to QDI: March 24, 2017

Date: Sunday, May 21, 2017  
Time: 2:05 p.m.  
Location: Four Winds Field, 501 W. South Street, South Bend, IN 46601

The top two sellers from each school will receive two complimentary ticket vouchers to the game and be recognized during a special on-field presentation prior to the game. Game day ticket vouchers will be mailed directly to the winning students prior to the scheduled game and must be redeemed at the Four Winds Field Ticket Office. Additional tickets for family/friends can be purchased to sit within the same section.

In the coming weeks you will receive a promotional flyer via email that should be printed on color paper and distributed to your students.

Please select two winners based on your school’s incentive structure and complete the SB Cubs Student Incentive Form

COUPON BOOK SALES RECONCILIATION

At the end of the Coupon Book Sale, Coordinators will be provided a Coupon Book Sale Reconciliation Form specific to each school’s coupon book order, material costs and incentive prize program participation. The Reconciliation Form will indicate the school’s sales, proceeds and amount due to Quality Dining.

Checks should be made payable to Quality Dining, Inc. ® and received by QDI no later than Friday, March 17.

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

COORDINATOR AND PRINCIPAL APPRECIATION:

We realize the time and dedication involved with being a YOU CAN LEND A HAND Coordinator and Principal. As a thank you, we will present the Coordinator and Principal with:
$30 in Papa Vino’s Italian Kitchen® Gift Certificates or $30 in Chili’s® Gift Certificates

*There is a limit of one Coordinator Appreciation per school. If the Principal is also the Coordinator only one will be provided. These will be mailed upon receipt of Coupon Book Reconciliation Check to QDI.
YOU CAN LEND A HAND Day

DATE: Sunday, January 29, 2016, 12:00 P.M. (Noon)
LOCATION: Notre Dame Purcell Pavilion
Notre Dame Women’s Basketball vs. Virginia Tech

TICKETS:
Tickets are available on a first-come, first-served basis. YCLAH school attendees and participants will receive discounted tickets when mentioning they’re with the YCLAH program ($5.00 for children, students and adults). Buy your tickets in advance - there is no guarantee tickets will be available the day of the game!

Purchase tickets at the Notre Dame Ticket Office (Gate 9). Mention the YCLAH program to receive discounted ticket price and tell them the name of your school.

Tickets can also be purchased online this year!
1) Go to www.UND.com/buytickets and select Women’s Basketball
2) Type "YCLAH" into the promo code box
3) Click on "Find Tickets"
4) Select quantity of tickets and your school name (discounted rate will automatically be applied)

ATTENDANCE CONTEST:
An Ice Cream Party from Quality Dining, Inc.® will be awarded to the winning school in each size category with the highest percentage of attendance based on total enrollment. Schools will be divided into three categories based on enrollment: Schools with less than 150 students, 151-250 students and 251+ students. This will be tracked through ticket sales.

STUDENT FAN TUNNEL:
Another new addition! One student was chosen by each school to participate. The students will form a tunnel for the team to run through before the game. These students will be provided complimentary tickets to the game, which will be sent to the school Principal. More details will be sent closer to the game.

NATIONAL ANTHEM SINGERS:
One student was chosen by each school to participate as part of a choir that will sing the National Anthem prior to the start of the game. These students will be provided complimentary tickets to the game, which will be sent to the school Principal. More details will be sent to the singers closer to the game.

STUDENT DESIGNED TRACKING POSTER:
The student poster contest winner will be recognized on the court and will be presented with a canvas of their winning design along with gift certificates to BURGER KING®, Chili’s® and Papa Vino’s Italian Kitchen®. Complimentary tickets to the game will be provided to the winning student and his or her accompanying parent.

FOR QUESTIONS OR COMMENTS CONTACT
Quality Dining Marketing
574.243.6399
yclah@qdi.com

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

www.youcanlendahand.com