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2025 Immaculate Conception Academy Spring Fundraiser

Dear Parents,

With the New Year well underway, we begin another Fundraising campaign for the support of the Academy. Although we strive to be as frugal as possible, we are, nonetheless, faced with very many expenses in the operation of the Academy. Indeed, you and your families grasp the difficulties with the ever-increasing costs of living. Hence, as we continue to provide an excellent program of education and maintain our facilities and, above all, our dedicated and talented faculty and staff, we launch this year's Sweepstakes. This annual fundraiser helps to lighten the financial burden you face and ensures that we can give our faculty and staff what they need to face their material responsibilities at home, too.

Your and your sons' generosity is one of the great "profits" that we collect each year in our Sweepstakes, as we all participate in supporting our school and the school that, please God, will serve the boys and young men of our church for years to come. Thank you for your generous support last year. Let all take on the responsibility to once again spend our time and effort in this important fundraiser for our Academy and Catholic Education.

This year's Fundraiser will run from February 21st to May 8th. The sacrifices we make each year to accomplish this fundraiser are in honor of the Sacred Heart of Jesus and the Immaculate Heart of Mary. May their heavenly aid help us grow in virtue and wisdom. We ask that you please facilitate your son's efforts to fulfill his quota of ticket sales and return the sold tickets as soon as possible. It is necessary to return unused tickets and funds raised to the Academy Office, at the beginning of each week. Here follow the principal guidelines for this year's Fundraiser:

- If you send mailers to family and friends, ensure they are returned to your home address well before the final deadline for all returns of funds and your ticket turn-ins.
- If you solicit donations by email, include the Fundraiser's website address, www.icasweepstakes.com, where benefactors may

donate and enter the Sweepstakes Drawing by following the simple directions.

- Useful documents, instructions, mailing information, flyers, and posters suitable for printing, may be found at the Fundraiser's website at the Parent Info Portal link found at the bottom of the website homepage. These resources will be of valuable assistance to you and your son.
- If you have questions or need more information, you may email info@icasweepstakes.com or call (208) 773-7442 for more information.

May God bless you for your generous efforts in our annual Fundraiser that makes our school better known and appreciated in the community. May God be glorified by our efforts to maintain and improve our school, which forms the men of tomorrow. May God bless you and your family, and may the Immaculate Virgin and Saint Joseph watch over you all.

In Christ the King,

A handwritten signature in black ink, appearing to read "Vicente A. Griego". The signature is written in a cursive, flowing style.

Rev. Fr. Vicente A. Griego
Rector, Immaculate Conception Church & Academy

Introduction

Why do we have to Fundraise?

Catholic Education is a work of Charity. In order to assist families with the financial burden of educating their children, the Catholic Church extends compassion on those less fortunate with assistance. The tuition we charge families is greatly below the actual cost for our operations at Immaculate Conception Academy - the average cost per student to educate your son is **\$4,875.00**; yet the Academy actually charges only an average tuition fee of **\$2,970.00**. This is a difference (deficit) of **\$1,900.00**, which we must come up with to meet expenses. Hence, we appeal to the generosity of others who are more able to help with the education of our youth.

It is expected that all help bear the burden of fundraising in support of Catholic education. *If we succeed in our fundraising goal of \$175,000, we still have a deficit of over \$150,000.* Let us all do what we can do to responsibly help in the work of making Catholic Education accessible to all.

Each family has received a Family Packet. This Family Packet consists of:

- This booklet, which includes important information regarding this year's Fundraiser,
- Your "Family Goal" requirement, explaining how many tickets your family is responsible for selling,
- Large Family Envelopes for turning in tickets and money,
- Master Count Sheets to record the quantity of tickets and the amount of money turned in,
- 6x9 Envelopes for each student, in which to place the stubs for the tickets they have sold,

- Small White Envelopes in which to place the money (check) corresponding to the tickets sold,
- "Not a Donation" stickers for checks turned in for money collected that are not personal donations. (See the Preparing Money for Turning In section of this booklet for more information.),
- A sheet or several sheets of labels to be affixed to the various Envelopes for various purposes (as described in the Turning In Tickets Section of this booklet),
- Prepared "business cards" with a space to write your student's name and ID number. (See the Selling Tickets section of this booklet for more information.)

Each student has received a fundraising pouch. In this pouch, you will find:

- 50 tickets to sell to start. You can get more tickets as needed, but you must run out of tickets to request more,
- A mini "poster" to advertise the Prize Drawing to potential customers,
- Light blue "Free Entry" slips for those who wish to obtain a ticket without making a donation,
- A pen.

Tickets will be turned in as a family. The process for turning in tickets is explained in the **Turning in Tickets** section of this booklet.

“Selling” Tickets

Where to Sell Tickets:

- **Visit or personally call relatives and friends** and all that you know to ask them if they would like to make a donation and get a ticket.
- **Write to relatives and friends around the country.** A “mail-out letter” is available for printing at www.icasweepstakes.com. Click on the Parents Info Portal link at the bottom of the page.
 - **NOTE:** Ask snail mail donors to send their *donations back to you, not to the school* (you can pre-address one side for them); please include these donations in your regular ticket turn-ins.
- **Encourage online donations.**
 - Encourage family and friends to visit our Fundraiser website (www.icasweepstakes.com) and purchase tickets online. This is the most efficient way of supporting the Fundraiser.
 - An “email template” is available for downloading at www.icasweepstakes.com to facilitate email canvassing. Click on the Parents Info Portal link at the bottom of the page.
 - Online sales are processed by the Fundraiser staff; tickets will be generated, and student totals will be updated appropriately. **Never submit tickets for online sales.**
- **Neighborhood Canvassing.** Under parent supervision, students are encouraged to walk their local neighborhoods to sell tickets. Please always wear your school uniform and be respectful of personal and private property, including requests to Not Solicit if posted.

- **Storefronts.** Take advantage of the ICA Sweepstakes organized Storefronts to sell in front of. The Storefront schedules and reservations are available online at the Parent Portal.
- **Ask others to help.** Networking is an easy way to add to your ticket total. Ask friends and family members to help by going to their contacts on your behalf. For example, ask Dad to take some tickets to work with him; ask your older brother to email his friends to see if they would like a ticket, ask your aunt in another state to contact all her friends, etc. Try to do this in person or by phone: you will get excellent results.

A Note Regarding Sales on School and Parish Grounds

Individual solicitation is not permitted on the school campus, or after Masses on Sunday, unless reserved through the Parent portal online reservation system.

How to “Sell” Tickets:

Parents and students will approach friends, family, and perhaps strangers, asking them for donations in exchange for an entry into the Giveaway. Here are several possible responses they will receive and the expected actions as a result:

- **The person wants a ticket.** Collect \$10 cash or check (made out to “ICA”); fill out the information on the ticket; give the person the large portion of the ticket; keep the ticket stub to turn in.
- **The person makes a donation but does not want a ticket.** Collect the money and say, "Thank you!" For every \$10 in donations received, write "ICA" on the ticket stub of one ticket; keep the ticket stub to turn in for credit. Non-ticket donations should not be filled out with your own name, or anyone else’s name.
- **The person says, "I'd love to, but I have no cash!".** Give the person one of the "business cards" provided in the Family Packet

(be sure a student's name and ID number are written in the space provided); do not fill out or turn in a ticket. The card will refer them to purchase a ticket via the website at www.icasweepstakes.com.

- **If someone wishes to enter the Drawing without donating at all**, they can still enter by writing their name and address on one of the light blue slips in your fundraising pouch and mailing or delivering it to ICA. However, these entries do not count toward your ticket total!

TIPS for effective fundraising:

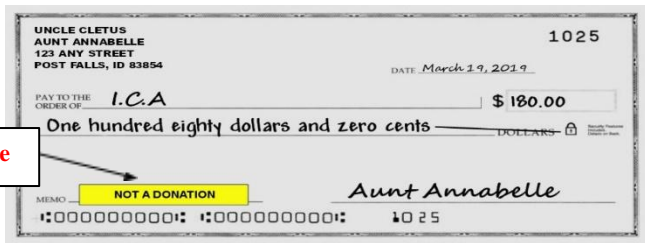
- Pray to St. Joseph for his intercession each time you go out.
- Cut to the chase, tell people about the \$25,000 grand prize!
- Be polite, friendly, and enthusiastic about your school. SMILE!
- Tell people about the great prizes you hope to earn, and your desire to help your school with the improvement of the campus and facilities development!
- Wear your school uniform (gives credibility as an ICA student).
- Do not put cash or checks in the outer (mesh or clear) pocket of your sales pouch.
- Make sure you have a good pen with you and allow the donor to fill out his own tickets. Make sure you can read what he/she wrote!

Preparing Money for Turning In

ICA will not be processing cash for the Fundraiser. We ask that parents write a check to “ICA” for the amount of cash collected from ticket sales and submit that check instead of cash when turning in tickets. One check for the family is sufficient; there is no need to submit a separate check for each student.

Checks written by parents for this purpose may not be recorded as tax-deductible donations, because they are not personal donations from the parents.

In order to ensure the proper accounting of donations, we have provided “**Not a Donation**” stickers to put on the Memo line of checks that parents write to consolidate cash donations.



When parents write a check for their own personal donation to the Fundraiser, no sticker is necessary, as this would be considered a tax-deductible donation.




The sticker also is not needed for donations by check that others write to ICA, as these, too, would be tax-deductible donations for the donor.

When placing the sticker on your check, please be sure not to cover any of the bank routing information on the bottom of the check.

NOTE: If you do not have a sticker, simply write “NOT A DONATION**” on the Memo line of the check.**

Turning in Tickets

1. Make sure the number of tickets corresponds to the total amount of the checks you are turning in (\$10 per ticket).
2. Fill in the Count Sheet. Verify that the amount of money you write on the Count Sheet matches the total amount of the checks you are turning in. Verify that the quantities of tickets written on the Count Sheet match the quantities of tickets in the Student Envelopes.

UNCLE CLETUS AND AUNT ANNABELLE Home: (785) 555-1212		Accounting Use Only	
Please indicate any information above that has changed.		<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
 <small>X121</small>			
STUDENT		TICKETS ENCLOSED	
ID	NAME		
	. DAISY MAE GUADALUPE	11G	9
	. BETTY SUE GUADALUPE	9G	9
Total Number of Tickets Enclosed			18
Accounting Use Only		Total Amount of Money Enclosed	
<input style="width: 100%; height: 20px;" type="text"/>		<small>(\$10.00 per ticket. All money should be enclosed in Payment Envelope)</small> <div style="font-size: 24px; font-weight: bold; text-align: center;">\$180</div> <small>NOTE: You will be reimbursed if the amount entered here does not match the amount counted from the Money Envelope.</small>	

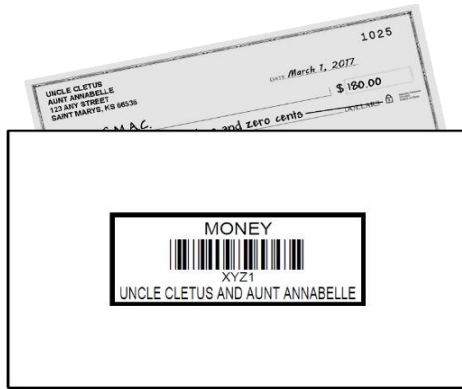
3. Double-check. Any discrepancy between the quantity of tickets or amount of money written on the Count Sheet and the actual amounts turned in will result in a delay in recording your students' Fundraiser totals.

4. Affix a Student Label onto the front of a Small Envelope containing the tickets the student has sold. Use a separate 6x9 Envelope for each student.



Please staple the tickets together, and make sure any address labels on tickets DO NOT cover the barcodes.

- Place checks into a White Envelope. Affix a Money Label to the front of this envelope.



- Affix a Family Label to the front of a large Family Envelope. Place the Count Sheet, Student Envelopes, and Money Envelope in the large Family Envelope. Close the envelope.



- Leave the large Family Envelope at the Parish Office, or the School Office.

Family Goals

The 2025 fundraiser will include a Family Tuition discount structure. Once you have reached your 2025 family goal, 10% of what you have raised up to that point will be applied as tuition credit. All remaining individual student ticket sales credit not applied toward prizes will roll over as additional Family Tuition credit. The family goal calculation remains the same as in years past, and is designed to address the challenge larger families face:

- 1st child – Family Goal is 50 tickets,
- 2nd child – Adds 40 tickets to Family Goal,
- 3rd child – Adds 35 tickets to Family Goal,
- 4th child and after – Each adds 30 tickets to Family Goal.

Your Family Goal is shown on the label attached to your Family Packet envelope.

Checking Your Family Ticket Sales Status

You can log onto the Family Ticket Sales Standing Portal to view your family sales total. This portal will show all sales turned in, or sold online, for each student in the family. The online totals will be updated every 24 hours.

To log on, browse to <https://portal.icasweepstakes.com> and use your FamilyID as assigned to you in your packet. You can also access this portal by visiting www.icasweepstakes.com and scrolling down to click on “Family Ticket Sales Standings”.

If you have never logged in before or have forgotten your

password from years past, please select “Forgot Password” and you will be emailed a new password to the primary email address on file in the FACTS systems. If you do not receive the Forgot Password email, then please check your SPAM folder. If still you have not received it, you will need to reset your email address on file. Please contact us at info@icasweepstakes.com and await further instruction.

Final Notes

- Additional tickets, labels, envelopes, and "take away" cards will be available at the Parish Office or at the School Registrar's Office.
- Students will not be given more paper tickets until they turn in their already provided tickets to the office.
- All documents and instructions relevant to the Fundraiser, along with PDFs of the mailers (snail mail and email templates), flyers, and posters suitable for printing will be available at www.icasweepstakes.com at the Parent Info Portal (link at the bottom of the home page).
- At the end of the Fundraiser, please return the fundraiser pouches and any leftover envelopes to the Parish Office or the School Registrar's Office.
- We ask that you please turn in your tickets and money **weekly**, if possible, or at least every other week. This is especially important on “Rally Weeks” (see the Important Dates section at the back of the booklet), as prizes will be given at the Rallies to students who have turned in a predetermined number of tickets.
- To be eligible for Rally student prize incentives, sold tickets must be turned in by Tuesday, March 11th (Rally #1) and Tuesday, April 1st (Rally #2). No exceptions.

Appendix 1 - Prizes and Incentives

Individual Prizes

Each student who “sells” 60 or more tickets can earn a prize. Multiple prizes can be awarded totaling the number of tickets sold. Any remainder ticket sales credit not applied toward a prize will be rolled over to the Family Tuition credit.

Cristero Elite

All students who total 200 tickets or more will receive a special award as a member of the elite Cristero Club.

Top Individual Sellers

Top Three Students in each of the following age groups will earn a special prize, bringing along a friend to accompany two of the school priests for:

- **K-4th: Boating and Fishing Outing**
- **5th-8th: Triple Play Outing**
- **9th-12th: A day of skiing**

Top Classes

- The **top K-4 class** will earn an **all-day Picnic in the Park**
- The **top 5-8 class** will earn outing to **Trampoline Park**
- The **top 9-12 class** will earn an outing to **LaserMaxx Spokane**

Family Tuition Credit Incentive

Once you have reached your 2025 family goal (as shown on the Family Goal label on your Family Packet envelope), 10% of what you have raised up to that point will be applied as a tuition credit.

Extra Vacation Day!

If ICA achieves this year's goal of **\$175,000**, **Friday, May 9th** is an extra vacation day!

Appendix 2 - Questions You Must be Ready to Answer

What is it?

The Immaculate Conception Academy 2025 Spring Fundraiser

What is it for?

We are raising money to help our school continue to run and to aid in the improvement of the school campus and facilities development.

What are you giving away?

We are giving away a \$25,000 cash grand prize.

How much does it cost?

We request a \$10 donation for each ticket.

How can I get a ticket?

You can get a paper ticket from any ICA student. You can also get a ticket online at www.icasweepstakes.com.

When and where is the prize drawing?

The prize drawing will occur in the Immaculate Conception Academy Auditorium on May 23rd at 2:30pm.

Appendix 3 - Important 2025 Fundraiser Dates

WHAT	WHEN	NOTES
Kick-off	Friday, February 21st	Student “pouches” distributed. And we’re off!
Rally #1	Thursday, March 13th	Students turning in a minimum of 20 ticket sales by <u>Tuesday, March 11th</u> , will earn candy and gift card incentives.
Rally #2	Thursday, April 3rd	Students turning in a <i>to-be-announced</i> number of ticket sales by <u>Tuesday, April 1st</u> , will earn candy and gift card incentives.
Ticket Sales Cut-off & Final Ticket Turn-In Deadline	Thursday, May 8th	No exceptions. Tickets turned in after this date will be entered into drawing but not counted for incentives.
Incentive Day Off	Friday, May 9th	Only if the fundraising goal is raised.
Prize Selection Cut-off	Wednesday, May 14th	No exceptions.
Prize Festival and Drawing	Fri, May 23rd 1:30pm/2:30pm	