

SPICE

SPECIAL PEOPLE IN CATHOLIC EDUCATION

A compilation of information for those
interested in establishing a
SPICE program.

For more information or questions contact:

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SPICE Web Site
www.SPICEatStCatharine.com

BASIC PHILOSOPHY

Support of the program from the top is most important.

If the pastor and principal are supportive of the mission of SPICE, everyone else will be supportive.

Keep in mind, SPICE is a program that supports a philosophy of the parish and its school.

If the parish and school have not embraced the philosophy that all of its children are special and unique, all with different learning needs, then SPICE has nothing to support.

SPICE must be a collaborative effort between the pastor, principal, teachers, parents and students.

CREATING AN ADVISORY BOARD

A “well designed” advisory board can be invaluable.

An advisory board not only gives you credibility, but diversity of different areas of expertise.

A good advisory board will help you bring an awareness about what your parish, school and SPICE program are doing.

Create a board with varied specialties:

- Finance
- Marketing
- Legal
- Different age spectrum – school parents, non school parents, senior citizens, parents of children with varying needs, etc.
- Different parish sectors – school, CCD, non school, etc.

An ideal board is a “working board” – one parish has a working committee in addition to the advisory board.

Establish committees and make sure all board members are on at least one committee.

- Awareness
- Finance
- Grants/funding
- Legal
- Publicity
- Secretary
- Special events

Meet three to four times a year – committees can meet more often if necessary.

Always have an agenda, time limit and keep minutes.

SPICE MISSION STATEMENT

“St. Catharine SPICE Program recognizes that each of our parish children are unique individuals with different learning needs. The SPICE Program supports serving the educational needs of these children. We believe that children have different learning styles that provide diversity in the classroom environment. Working together with the support of the SPICE program, the parish community, pastor, administration, teachers, and parents can help to provide understanding, information, creativity and willingness to address special educational needs.”

We would hope that any parish establishing a SPICE program would agree with our mission statement.

Keep in mind that SPICE is a program meant to support the great things that a parish and school are doing to meet the special needs of its parishioners.

Our mission is to provide financial support for programs that support the diversity of learning and to raise awareness of this diversity – not to set curriculum or policies.

SPICE has been trademarked by St. Catharine with the U.S. Patent office, and we do reserve the right to ask parishes that do not follow the mission of SPICE to refrain from using the name of SPICE.

BY - LAWS

As with any entity, by-laws help with organization and continuity. The following are the ones adopted by St. Catharine SPICE:

1.0 NAME

The name of the organization shall be SPICE at St. Catharine Parish referred to as SPICE. SPICE stands for Special People In Catholic Education.

2.0 MISSION

St. Catharine SPICE Program recognizes that each of our parish children are unique individuals with different learning needs. The SPICE Program supports serving the educational needs of these children that have different learning styles that provide diversity in the classroom environment.

Working together with the support of SPICE program, the parish community, pastor, administration, teachers, and parents can help to provide understanding, information, creativity and willingness to address special education needs.

3.0 PURPOSE

The purpose of SPICE is twofold and is for the benefit of the entire parish. SPICE will provide financial support to the philosophy and efforts that everyone is special and that St. Catharine Parish is committed to try to meet the needs of each of its student parishioners. SPICE also will raise awareness in the parish and beyond of special needs that exist and what can be, and is being done, to meet these needs.

4.0 ADVISORY BOARD

4.1 General Powers

The Advisory Board will oversee the affairs of SPICE and offer advice to the pastor, principal and Parish Religion Education Director. The Board will report directly to the pastor and principal and derive its direction and focus from the pastor and principal.

4.2 Number and Tenure

The Board shall consist of no less than three members and no more than twenty-four. A member's term will be for a period of three years and may be renewed.

4.3 Meetings A regular annual meeting shall be held at a time and place to be determined by the chair people. Other meetings shall be held on such dates and at such times as may be designated by the chair people.

4.4 Committees

The advisory board may appoint members or non-members to serve on committees to perform such duties and functions, as the board may deem appropriate.

5.0 FINANCES

5.1 Deposits and Checks

All deposits and checks shall be handled in keeping with accounting procedures established by SPICE and the pastor to ensure safe handling of all funds.

5.2 Annual Accounting

An annual accounting of income and expenses will be provided to the pastor.

5.3 Fiscal Year

The fiscal year of SPICE shall begin on July 1 and end on June 30 of each calendar year.

6.0 GRANTS

SPICE will accept grant requests in keeping with the mission. A grant request procedure will be established by the advisory board as well as a policy for budgeting and administrating such grant requests.

7.0 AMMENDMENTS TO BY-LAWS

The By-laws may be altered, amended or repealed and new by-laws may be adopted, by a majority of the advisory board at any regular meeting or at any special meeting called for that purpose.

FINANCE GUIDELINES

Fundraising is a major component of SPICE.

SPICE needs to support what the Parish and School are doing – the needs are many but the funds are not.

It is very important to establish good internal controls for handling moneys.

Consideration of future changes in administration and parish philosophies should also be considered.

Be smart and work within the diocesan system.

Have the pastor, principal, administrator, and SPICE board chairperson sign the financial guidelines.

Enclosed is a copy of our guidelines and bank account regulations:

Depository Accounts:

SPICE will have both an operating checking account set up for the convenience of St. Catharine and a savings account with the Bishop's Aid Fund for the deposit of excess reserves.

Operating Account:

- A checking account for St. Catharine SPICE at 5th 3rd Bank.
- Dual signatures will be required on all checks.
- Signers will be two of the following persons:
 - Pastor - Fr. Michael Lumpe
 - Administrator - Mrs. Sharon Burr
 - Principal - Mrs. Janet Weisner
- SPICE Committee will receive copies of monthly bank statements.

Bishop's Aid Fund and/or Savings Account:

- A savings account for St. Catharine SPICE will be established with of Columbus Diocese Parish Aid Fund or a bank.
- Withdrawals from this fund must be authorized by all of the following persons:
 - St. Catharine's Pastor
 - St. Catharine's Principal
 - St. Catharine SPICE Founders-Robert or Mary P. Ryan

-A copy of withdrawal requirements on file with the Diocese is attached.

Expenditures:

- All expenditures must receive prior approval by either the Pastor, Principal or CCD Director and a SPICE Committee Chair Person or the SPICE Finance Chairperson.
- All payments for SPICE expenditures must be accompanied by an invoice approved by the Pastor, Principal or CCD Director and either a SPICE Chairperson or Finance Chairperson.

Budget:

In the spring of each year the SPICE Committee will approve a budget for the following school year.

Fundraising:

Fundraising for SPICE will be an ongoing venture. It is anticipated that an annual solicitation will be made to the Parish, School and Personal Mailing List. Grant and foundation requests will be submitted whenever possible. Special fundraising events may be planned by the SPICE Committee. SPICE fundraising will be performed and supervised by the SPICE Chair people and members of the committee.

Withdrawal Guidelines for SPICE

Statement of Intent and Withdrawal Requirements for St. Catharine SPICE Account on deposit with the Diocese of Columbus Parish Aid Fund.

-The intention of these funds donated to St. Catharine Parish and School is for their use to be directed by the SPICE committee to help meet special needs of the School, the C.C.D. program, and St. Catharine's students concurrent with the mission statement of SPICE.

-Withdrawal of funds may be authorized only by the joint permission of all of the following persons:

St. Catharine Pastor	- currently Fr. Michael Lumpe
St. Catharine School Principal	- currently Mrs. Janet L. Weisner
St. Catharine SPICE Founders	- Robert E. Ryan or Mary P. Ryan

-The intended use, or the withdrawal requirements of these funds, may not be altered by successor pastors or principals of St. Catharine Parish and School.

-It is our intention that SPICE is a necessary and viable program for continued future needs at St. Catharine School and Parish, and that there will always be special needs of our students to be met with these funds.

-All authorized signatories on this account are to receive a quarterly statement of this account.

Fr. Michael Lumpe

Mrs. Janet L. Weisner

Robert E. Ryan

Mary P. Ryan

The Following is an Analysis of the Source
of SPICE funds raised at St. Catharine
since inception

Parish Mailing	35%
Personal/Non Parish	54%
School Families	4%
Foundations	6%
In Memory Contributions	1%

The Following is the 2011-12 Budget for
St. Catharine SPICE

School Commitment	\$ 20,000
OT/Materials/Conferences	5,000
Individual Requests/Grants	15,000
Administration/Events	6,000
Special Grants	<u>15,000</u>
Total	\$ 61,000

FUNDRAISING

Be creative, but be consistent.

It is important to keep the name of SPICE in front of people.

Let people know what you are doing with SPICE funds.

We do a fall mailing, back to school parent's breakfast, St. Patrick's Party, and a spring mailing. Our mailings are to the parish, non parish school families, and an extensive "personal" mailing list.

Do not underestimate the personal mailing list – it is not hard to compile if you are truly committed and believe in the mission.

Small regular gifts are good, and larger gifts will come with time and awareness.

Differentiate between fundraising and awareness – both are important.

Other parishes have done golf outings, wine and cheese socials, flower sales, Mardi Gras party and Dinner Theatre.

Fundraising is not an easy task. Be prepared to put in time and effort.

GRANT REQUEST GUIDELINES AND FORM

Mission

St. Catharine SPICE Program recognizes that each of our parish children are unique individuals with different learning needs. The SPICE Program supports serving the educational needs of these children. We believe that children have different learning styles that provide diversity in the classroom environment. Working together with the support of the SPICE program, the parish community, pastor, administration, teachers, and parents can help to provide understanding, information, creativity and willingness to address special educational needs.

Grant Requests

The purpose of the fund is to provide funding in support of our mission beyond accommodations currently available in the existing educational program. Interested St. Catharine parishioners may submit grant requests to the fund by completing a funding request form. Grant requests are submitted to the Principal. At the next Board Meeting a review of requests is presented to the Board to insure compliance with the yearly budget. The Advisory Board will generally meet four times a year. The Advisory Board can make a recommendation on a funding request, but the final determination on the request resides with the pastor or principal of St. Catharine's School.

Grant applications may be submitted any time during the year, and no deadlines exist for submission. Grant requests will be taken into consideration as part of an annual allocation of funds established by the Advisory Board. The SPICE fund operates consistent with its annual budget, which runs from July 1 through June 30th.

GRANT REQUEST FORM

Date of application: _____

Name of Funding Recipient: _____

Name of Person Completing Form: _____

Address: _____

Is the recipient a member of St. Catharine Parish?: _____

Telephone Number: _____

Social Security Number or Tax ID: _____

Grant Request: \$ _____

Date Funding Needed: _____

Have you applied to other sources or considered other alternatives to fund this request?
If so, please add details of other outstanding grant requests or granted requests.

Summary of your grant request:

Please submit your completed request to:

SPICE at St. Catharine Parish

2865 Fair Ave.

Columbus, OH 43209

Questions or comments may be directed to Fr. Michael Lumpe (231-4509), Janet Weisner (235-1396) or Co-Chairs Bob or Mary Ginn Ryan (235-1839).