



NEW STAR CERTIFICATE SALES SCHEDULE
EFFECTIVE MONDAY, SEPTEMBER 1ST

Dear Parish Families:

Effective **September 1, 2009**, we will be implementing a new procedure for the sale of STAR certificates. This is prompted by a letter and policy issued by Bishop Lennon. The following is direct language from this policy and communication.

PLEASE READ THIS INFORMATION CAREFULLY

“.....Since most fund-raising involves actions unrelated to the religious, educational and charitable mission of the Church, it could be unrelated business income (UBI) subject to federal taxation but for the fact that such activities are exempt from such taxes if the activity is carried on by volunteers” *Letter From Bishop Lennon July 6, 2009*

“NORMS: 1. Only volunteers are to be involved in the sale of scrip.

Any type of compensation to such a volunteer might mean that one is no longer a volunteer and unrelated business income tax reporting obligations and/or liability may accrue to a parish or other entity raising the funds.....”

“Parish Employees should not be involved in any significant way in the sale of scrip, although it is recognized that parish employees will have to be involved to a small degree in the record-keeping, bookkeeping and storage and accessing of gift cards. Sales in rectory and school offices during business hours must be handled by volunteers, not parish staff....” *Diocesan Policy and Norms on Gift Certificate Fundraising Programs, July 6, 2009*

NEW STAR PROCEDURE EFFECTIVE SEPTEMBER 1, 2009

1. STAR certificates will no longer be sold on a “point of sale basis” at the school or parish offices during normal business hours Monday through Friday.
2. STAR certificates will be available on a point-of-sale basis at the Spiritual Center on Wednesdays from 8:15 a.m. – 10:00 a.m. These sales will be handled by STAR volunteers.
3. STAR certificates will still be available on a point-of-sale basis after masses on the weekends.

HOW TO ORDER CERTIFICATES DURING NORMAL BUSINESS HOURS MONDAY - FRIDAY

1. You can drop off orders for certificates at the school or Parish office during normal business hours Monday – Friday. (Please attach your payment to your order) Also, for your convenience order forms are available on the school & church web-sites:
www.st-hilaryschool.org or **www.sthilarychurch.org**
 - a. Orders received between Monday morning and Tuesday at 4:00 p.m. will be filled Tuesday evenings and available for pick-up on Wednesday morning or any other time during normal business hours at the Parish office.
 - b. Orders received between Wednesdays after 10:00 a.m. and Thursday at 4:00 p.m. will be filled on Thursday evening and available for pick-up at the Parish office on Fridays or after weekend masses.
 - c. Orders can also be delivered via back pack. Please indicate this by signing the back pack release at the bottom of the order form. Back pack orders will be sent home on Wednesday and Friday evenings.
 - d. Our goal is to have the most popular selling cards in stock. However, if we do not have the card(s) on your order in stock they will be special ordered and available for pick-up at a later date.



