

Guardian Angel Fund Policy

Mission Statement

The “Guardian Angel Fund” was established to offer St. Peter School families the opportunity to provide their children in grades K - 8, through tuition assistance, a Catholic education that fosters a strong formation in faith as well as an excellent academic education.

Administrators of the Guardian Angel Fund

The following individuals serve as Administrators of the Guardian Angel Fund. They will be responsible for awarding the funds to those families in need. The process is completely confidential. Only the Administrators of the program will have knowledge of the award recipients and their application information.

1. Pastor of St. Peter Parish
2. Principal of St. Peter School
3. Business Manager of St. Peter Parish

The funding and distribution of the Guardian Angel Fund is documented by the Parish Business Manager. The Pastor will have the final discretion as to how funds are distributed.

Guardian Angel Fund Committee

The Guardian Angel Fund Committee acts as a sub-committee to the Catholic Education Commission (CEC). The committee is comprised of six (6) parishioners. One member will be from the Catholic Education Commission, and one member will be from the St. Peter Finance Council. The remaining four (4) members are selected by the Pastor. Each member serves a term of two (2) years and the Chairperson is elected by the committee of six (6) each spring. The St. Peter Pastor will be the deciding vote, in case of a tie.

The committee is responsible for the following:

- Setting policies and guidelines for the assistance program
- Establishing and maintaining fund raising for the fund
- Setting fundraising goals
- Maintaining the integrity of the program with oversight

Funding for the Guardian Angel Fund

The Guardian Angel Fund is funded through the generosity of St. Peter parishioners and friends of St. Peter who desire to assist school families in need.

There are several ways funds can be raised, including those methods listed below, and other means as approved by the Pastor.

1. Fundraising activities through the Home and School Association
2. Sunday collection envelopes that are distributed to parishioners
3. Net proceeds from the Guardian Angel Fund fundraising events
4. Monthly donations through Parish Pay
5. A direct donation to the Guardian Angel Fund
6. Peace Program
7. Friends of St. Peter

All donations shall be deposited into the 'Emergency Scholarship' account. All contributions to the Guardian Angel Fund, where no goods or services are received, are tax deductible to the fullest extent of the law. Funds raised during each fiscal year shall be awarded for the following school year.

Applicant Family Qualifications

Families that find themselves in financial need can apply for tuition assistance through an established, confidential online process. Following are basic guidelines for families interested in applying:

- Required to be a registered family of St. Peter Parish.
- Submit a completed Tuition Assistance Request Form (pre-Application form) supplied online.
- Qualify for need through a confidential online financial evaluation.
- If a family's self-assessment to contribute from the Tuition Assistance Request Form differs from what their confidential analysis may determine, the higher of the two (2) amounts will apply.
- Contributions of a family's stewardship of 'Time or Talent' to the Parish, or Parish School, will be taken into consideration.
- Applications must be submitted by June 15th for assistance for the upcoming school year and by November 15th for assistance for the second semester of the school year only.
- Awards for tuition assistance will be distributed based upon the discretion of the Pastor.
- Awards for tuition assistance will not exceed **seventy-five percent (75%)** of the tuition. A family that receives tuition assistance is responsible to pay the balance according to arrangements made with the Pastor.
- Applicants will be notified as to their qualification no later than July 15th for the first semester and December 15th for the second semester.
- The amount of tuition assistance awarded depends upon the number of applicants and the amount of funds available.

- Grants are valid for a designated semester of the school year. Families wishing to reapply must do so by the designated application date for each applicable semester.
- Families who accept offers of financial assistance agree to share their time and talent and will be contacted by a volunteer coordinator.

Pastor Commitment

The Pastor of St. Peter Parish insures that all funds donated to the Guardian Angel Fund will be used only for the mission of the Guardian Angel Fund.

Pastor Rev. Martin F. Mah Date 5/22/16