



**2023- 2024**  
**Principal and Coordinator Packet**

Sponsored by:



**QUALITY**  
DINING, INC.®

# Index

3.....YCLAH Support Team

4.....Important Dates

5.....YCLAH Fast Facts

6.....Principal & Coordinator Roles

6.....Fort Wayne All Schools Mass

6.....South Bend All Schools Mass

7 – 8.....Poster Contest & Wish Lists

9-11.....Coupon Ordering Guide & Sale Materials

12.....Coupon Reconciliation Form

13.....YCLAH Luncheon Guide

## Your YOU CAN LEND A HAND™ Support Team



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## 2023 – 24 YCLAH Program Important Dates

September 20	Principal Meeting (during your Principal Development Meeting)
<b>September 26</b>	<b>Due to QDI: Principal/Coordinator Information</b>
October 16	Fort Wayne All Schools Mass at Memorial Coliseum – 10:30 am
October 24	South Bend All Schools Mass at Purcell Pavilion - 10:30 am
<b>November 14</b>	<b>Due to QDI: Coupon &amp; Material Order + Student Poster Entries &amp; Wish Lists</b>
w/o January 22	Schools Receive Coupons, Sale Materials and Luncheon Invitations via UPS/FedEx
February 1	Coupon sales begin
February 6	Schools mail luncheon invitations to guests
<b>February 20</b>	<b>Due to QDI: Luncheon PowerPoint Slide or PDF</b>
February 29	Coupon sales end
February 29	Luncheon RSVPs due to schools
<b>March 5</b>	<b>Due to QDI: Luncheon RSVPs</b>
<b>March 15</b>	<b>Due to QDI: Payment for Coupons</b>
April 18	South Bend YCLAH Luncheon - Century Center – 11:15 am
April 24	Fort Wayne YCLAH Luncheon - Grand Wayne Convention Center 11:15 a.m.

**YCLAH FAST FACTS**

**YOU CAN LEND A HAND**  
*at a glance*

**1982** BEGAN 41 YEARS AGO

MONEY RAISED FOR LOCAL CATHOLIC SCHOOLS **11.7** MILLION+

**40** PARTICIPATING CATHOLIC SCHOOLS IN NORTHERN INDIANA & SW MICHIGAN

Each year, Quality Dining underwrites two luncheons to honor the best of the best teachers and administrators in local Catholic schools.

QDI also underwrites two all-schools Masses each year as part of the YOU CAN LEND A HAND program.

FEBRUARY 2023

**\$108,000**  
RAISED



**COUPONS: THEN & NOW**

**\$3 COUPON BOOK**  
1982 - 2020

**\$1 COUPON**  
2021-PRESENT



SCHOOLS KEPT  
\$2.50 PER COUPON BOOK

COUPONS REDEEMABLE FEBRUARY-SEPTEMBER  
SCHOOLS KEEP \$0.85 PER COUPON



## **PRINCIPAL ROLE**

Principals are the program advocates and encourage students and staff to complete a successful fundraising campaign.

- Understand the YOU CAN LEND A HAND™ program, set coupon sales goals and communicate with staff, Parish Pastor and school families about the program elements and events
- Designate students for All Schools Mass activities
- Select guests to invite to the You Can Lend A Hand Luncheon
- Visit ([www.youcanlendahand.com](http://www.youcanlendahand.com)). Choose the “School Information” tab, select your region to complete all required forms.

## **COORDINATOR ROLE**

The Coordinator is the cheerleader, scorekeeper and coach for your school.

- Distribute materials
- Arrange for adult volunteers
  - Stuff envelopes & assist Principal with incentive prizes
- Reconcile sales figures and provide payment to Quality Dining

## **FORT WAYNE ALL SCHOOLS MASS**

**Monday, October 16, 2023 | 10:30 a.m. | Allen County War Memorial Coliseum**

## **SOUTH BEND ALL SCHOOLS MASS**

**Tuesday, October 24, 2023 | 10:30 a.m. | Notre Dame Purcell Pavilion**

## **SCHOOL-PRINCIPAL INFORMATION**

Finalized details, instructions and transportation information are included in the Mass packet, which is emailed from the Catholic Schools Office to principals closer to the Mass. If you have questions, please contact Karen DeRose in the Catholic Schools office at (260) 422.4611 ext 3316 or at [kderose@diocesefwsb.org](mailto:kderose@diocesefwsb.org).

## STUDENT-DESIGNED TRACKING POSTER CONTEST & WISH LISTS

Posters & Wish Lists

**DUE TO QDI November 14, 2023**

Poster Winner Selected and Contacted

**w/o December 19, 2023**

Poster Winner Recognized at YCLAH Luncheon

**April 18 (SB) or April 24 (FW), 2024**

The Student-Designed Tracking Poster Contest is an excellent way for students to get involved and create awareness of the coupon sale.

**The winning poster is used by all area schools and many local Burger King restaurants participating in the YOU CAN LEND A HAND™ Program to promote coupon sales and track coupon book sales progress.**

The winning student will receive a copy of the poster he/she designed, as well as a gift card from BURGER KING®, and (in the South Bend/Southwest Michigan area) Papa Vino's Italian Kitchen®. The student winner will also be recognized during the YOU CAN LEND A HAND™ Luncheon.

### POSTER DESIGN CONTEST RULES

- Poster design must be artwork of only one student
- One entry per student
- Design must incorporate a way to chart sales progress in percentages (10%, 20%, 30% to 100%)
- Poster should include the BURGER KING®, Papa Vino's® and YOU CAN LEND A HAND™ logos (view and download actual logos at [www.youcanlendahand.com](http://www.youcanlendahand.com))
- Design must be submitted on an 8.5" x 11" white sheet of paper with no lines and be in full, bright color
- The student's name, school, city and grade **must** be on the back of the entry
- **Entries must be submitted to Quality Dining by Tuesday, November 14, 2023**
- Entries should be sent in bulk from your school

**Note: If this does not fit into your art curriculum, it could be a great extra credit or extra-curricular activity for students to do at home.**

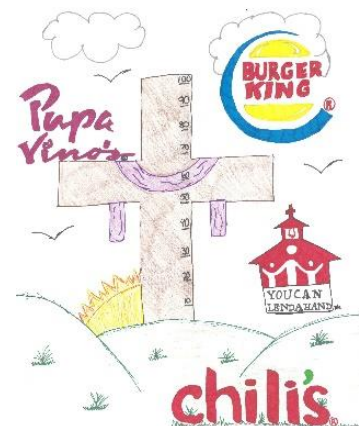
**Former Winning Poster Designs:** Please do not allow your students copy these designs.



2022-2023 – Claire Fettingter  
Huntington Catholic School



2021-2022 – Daniella Plascencia  
Huntington Catholic School



2019-2020 – Christina Sturegman  
St. Vincent de Paul, Fort Wayne

**STUDENT-DESIGNED TRACKING POSTER CONTEST & WISH LISTS, CONT...**

Posters & Wish Lists

**DUE TO QDI November 14, 2023**

QDI will send each school 10 "Wish List" cards via USPS. We are asking you to have students, teachers or principals write down what your school would buy if you had the money in your budget. Please attach a high resolution, color school picture to the designated area and mail to QDI. These are used at the luncheons. Wish lists and student posters may be submitted together.

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

Sample Wish List



Meet: \_\_\_\_\_ Grade: \_\_\_\_\_

Age: \_\_\_\_\_ School: \_\_\_\_\_

My School's Wish List:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_





## **COUPON SALE**

### **Coupon and Program Material Order**

**Due to QDI: November 14, 2023**

Form accessible at: [www.youcanlendahand.com](http://www.youcanlendahand.com)

- One version of the coupon will be printed and distributed to all schools.
- Coupons will ship directly to each school, arriving the week of January 22.
- Inventory your coupons ASAP. Inform QDI Marketing immediately if there is an error.
- If your inventory is depleted prior to the end of the sale, please email [yclah@qdi.com](mailto:yclah@qdi.com) to request additional coupons.
- No coupons should be transferred to other schools without notifying Quality Dining.
- Your principal agrees to accept the coupons and assumes responsibility for money generated from the sale. Coupons may not be returned to Quality Dining.
- The sale begins February 1 and ends February 29. Schools keep \$0.85 of every \$1 coupon sold.

**\*Previous Order includes initial coupon order and additions.**

<b>South Bend / SW Michigan / NW Indiana Area Schools</b>	<b>Previous Order</b>	<b>2024 Suggested Order</b>	<b>Fort Wayne Area Schools</b>	<b>Previous Order</b>	<b>2024 Suggested Order</b>
Christ the King	4100	4510	Huntington Catholic	940	1035
Corpus Christi	1650	1815	Most Precious Blood	2500	2750
Holy Cross	7200	7920	Our Lady School	501	550
Holy Family	1200	1320	Queen of Angels	1800	1980
Lake Michigan Catholic Schools	10000	11000	Sacred Heart	2100	2310
Mishawaka Catholic School	4500	4950	St. Aloysius	1000	1100
Our Lady of Hungary	1300	1430	St. Bernard, Wabash	250	275
Queen of Peace	750	825	St. Charles Borromeo	2500	2750
St. Adalbert	300	330	St. Elizabeth Ann Seton	3150	3465
St. Anthony de Padua	610	670	St. John the Baptist, Fort Wayne	2200	2420
St. John the Baptist	1445	1590	St. John the Baptist, New Haven	1900	2090
St. John the Evangelist, Goshen	3600	3960	St. Joseph, Decatur	732	800
St. Joseph, South Bend	7650	8415	St. Joseph, Fort Wayne	1150	1265
St. Jude, South Bend	2550	2800	St. Joseph, Garrett	1001	1100
St. Mary's School, Niles	1000	1100	St. Joseph Hessen Cassel	1200	1320
St. Matthew Cathedral	3201	3520	St. Jude, Fort Wayne	150	165
St. Michael, Plymouth	700	770	St. Louis Academy	450	495
St. Pius X	5500	6050	St. Mary of the Assumption	1100	1210
St. Stanislaus, Michigan City	525	580	St. Rose of Lima	1400	1540
St. Thomas the Apostle	5100	5610	St. Therese	1617	1780
St. Thomas More Academy	N/A		St. Vincent De Paul, Fort Wayne	6000	6600
St. Vincent de Paul, Elkhart	3000	3300			

## **COUPON SALE MATERIALS**

The following program materials will arrive during the week of January 22, via UPS from the printer. Please contact QDI if you do not receive your materials.

**1. Coupons**

**2. YCLAH Promotional Tracking Poster(s)**

**3. White Envelopes:**

- Each student should receive a white envelope with the following materials in it:
  - Coupons
  - Principal letter (schools are responsible for creating this. Find a sample at [youcanlendahand.com](http://youcanlendahand.com))
  - Envelopes will serve as both the envelopes that go home to families and the envelopes students use to return unsold coupons and money to schools.

## **IDEAS FOR SELLING AND MARKETING**

### **SELLING:**

- At Church after Mass
- Parish Functions
- Sporting/Club Events
- Area Businesses
- Parent/Guardian Workplace
- Grocery Stores
- Neighborhoods
- Social Media (Facebook, Twitter, Instagram)

### **MARKETING:**

- Social Media (Facebook, Twitter, Instagram)
  - School/Parish Website
  - Church Bulletin
  - Church/School Marquee
  - School Newsletter
  - Announcement at Church

## **INCENTIVE PRIZE PROGRAM**

If your school provides an in-school Coupon Sale Incentive Program for your students, Quality Dining, Inc.® will donate up to \$150 toward your incentive program, based on your coupon order. Incentive dollars are subtracted from the total amount you owe for the coupon books. This is reflected on your Reconciliation Form after coupon sales.

The amount of incentive dollars is based on the number of coupons you **initially** order.

**Transfers received from other schools and any additional Quality Dining orders are not included.**

### **Total Coupons Ordered**

301-500

501-1000

1001-3000

3001 or more

### **Eligible Incentive Dollars**

\$50.00

\$75.00

\$100.00

\$150.00

## **INCENTIVE IDEAS**

### **WAYS TO AWARD TOP CLASSROOM OR GRADES FOR SELLING COUPONS!**

- 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
- Limo ride to lunch
- iPad
- SCRIP certificates
- Gift cards - Arcades, Restaurants, Visa Gift Card, etc.

## **COUPON BOOK SALE RECONCILIATION**

At the end of the Coupon Sale, Quality Dining will email your Coupon Sale Reconciliation Sheet and final amount due to QDI to your Principal/Coordinator (example on next page). This lists the school's sales, proceeds and amount due to Quality Dining. **PAYMENT DUE TO QDI: Wednesday, March 15, 2024**

**Make check payable to Quality Dining, Inc.®**

### **Address:**

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

**COUPON BOOK RECONCILIATION FORM**  
**Payment is due to Quality Dining by: Wednesday, March 15, 2024**  
**Please include a signed copy of this form with your payment.**



Checks should be made out to: **Quality Dining, Inc.** and mailed to:

Quality Dining  
 Attn: Marketing  
 4220 Edison Lakes Parkway  
 Mishawaka, IN 46545

SCHOOL NAME: \_\_\_\_\_ **\*\*\*\*EXAMPLE\*\*\*\***

COORDINATOR'S SIGNATURE: \_\_\_\_\_

			TOTALS	
COUPONS ORDERED:	4000	x	\$0.15	\$ 600.00
ADDITIONAL COUPONS ORDERED	0	x	\$0.15	\$ -
ONLINE COUPONS PURCHASED	50	x	\$0.15	\$ 7.50
ONLINE COUPON PROCEEDS	50	X	\$0.85	\$ (42.50)
TOTAL ONLINE DONATIONS	0			\$ -
PRIZE MATCH:	301-500		\$50.00	\$ 150.00
	501-1000		\$75.00	
	1001-3000		\$100.00	
	3001 or more		\$150.00	

**AMOUNT DUE TO QUALITY DINING:** **\$ 415.00**  
 Amount due to Quality Dining

**SCHOOL PROCEEDS:** **\$3,442.50**  
 Proceeds to School

## **YOU CAN LEND A HAND LUNCHEONS**

**Luncheon Slides**

**RSVPs from Guests**

**Luncheon RSVPs**

**Due to QDI: February 20, 2024**

**Due to Schools: February 29, 2024**

**Due to QDI: March 5, 2024**

## **LUNCHEON DISPLAYS**

**Submit electronically to Quality Dining by February 20, 2024**

We are asking schools to create a single “power point slide” or image for us to incorporate into our presentation that will be played on large projector screens throughout the luncheon. **This slide should highlight how the You Can Lend a Hand program has impacted your school and how you use the funds raised. Please email this “landscape”/ horizontal .jpg image to [yclah@qdi.com](mailto:yclah@qdi.com).**

**SOUTH BEND LUNCHEON** – April 18, 2024 - 11:15 a.m.

**Location:** Century Center, Discovery Ballroom - 120 S. Dr. Martin Luther King Jr Blvd | South Bend, IN

**FORT WAYNE LUNCHEON** – April 24, 2024 – 11:15 a.m.

**Location:** Grand Wayne Convention Center, Anthony Wayne Ballroom- 120 W. Jefferson Blvd., Ft. Wayne, IN

**QDI will mail ALL Luncheon invitations to each school. Each school is responsible for mailing invites to guests no later than February 6.** All guests will RSVP to the school that extended their invitation and the school is responsible for reporting those to QDI. If a guest does not RSVP, it is the school's responsibility to contact that guest for an RSVP. Your invited guests are to RSVP to you by **Thursday, February 29. Luncheon RSVPs due to QDI by Tuesday, March 5.**

**Schools with a Christ the Teacher Recipient have a maximum 12 total guests;** 8 school guests (including Principal and Pastor), 1 Christ the Teacher Recipient and 3 Christ the Teacher guests.

**Schools with NO Christ the Teacher Recipient have a maximum 8 guests** (including your Principal and Pastor).

## **GUEST LIST RECOMMENDATION**

This is a wonderful opportunity to invite parishioners, business associates and community leaders to the Luncheon as your guests. We make every effort to seat these guests at your table. It is our hope that you use the opportunity to talk in this informal setting and begin the process of forming beneficial relationships.