



May 4, 2022

Each family that receives financial aid will be required to work 1 hour per \$100 received. There will be many opportunities throughout the year to fulfill this requirement. If you do not work the hours required by May 20th, 2023 the financial aid amount will be added back to your tuition.

It is your responsibility to fill out the attached form after each event and place in Mrs. Roberson's mailbox in the main office at the preschool, elementary or high school campus so that your family's hours are correctly recorded.

Family Name: _____

Total Dollar Amount Received: _____

Total Hours to work for the 2022-2023 School Year _____

Marquette Representative

Family Representative

Mrs. Tenut/Mrs. Roberson
Business Manager/Tuition Coordinator
815-433-0125 ext 1012



May 4, 2022

At registration many of our families found out about the new Financial Aid Co-op arrangement that has been put into place. Many families have already signed the Financial Aid Agreement. For those of you that have not yet received this information you will find the agreement form enclosed with this letter. Please sign and return it as soon as possible.

Here is how it works: Each family that receives financial aid will be required to work one (1) volunteer hour for each \$100 received. All volunteer hours are to be completed by May 20, 2023. For each hour that is not completed \$100 will be added back into your tuition balance. Tuition is to be paid in full by May 20th, 2022. If that deadline is missed, the balance is to be paid in full before registration will be allowed for the following school year and before senior transcripts are completed.

Enclosed you will find the forms that are to be used at the time that you work. There is a place on the form for a signature of confirmation. The signature is to be that of a Marquette Academy Employee - the employee in charge of the event/project or an employee that is there working along with you. Please submit the completed form as soon as possible. Completed forms are to be placed in my mailbox in the main office of the high school. Completed forms may also be left with Mrs. Mann at the elementary campus. If it is more convenient for you they may be mailed to M.A., Attn: Mrs. Roberson or Mrs. Tenut, 1000 Paul St., Ottawa, IL, 61350.

It is the responsibility of each family to find ways to complete the hours required. Please read all emails, flyers and "Marquette Happenings" (this comes via email) for opportunities to help. Watch for M.A. events posted in your church bulletins. Offer to volunteer your time at sporting events and academic meets. Consider offering your time and talent to the Fine Arts department when they begin play productions. Don't forget about May Merriment gift gathering parties, The Turkey Dinner, The Christmas Bazaar, etc. In addition to those, our buildings and grounds can often use some extra hands. We will do our best to inform you about upcoming opportunities. Please complete your hours as quickly as you can to avoid having some aid added back to your balance at the end of the year.

Please feel free to contact the Business Office with your questions and concerns, 815-433-0125 ext. 1012 or 1019. I thank you in advance for your cheerful cooperation in this new endeavor.

Regards,

Mrs. Tenut & Mrs. Roberson

Just a note about **FACTS Aid hours**: *First of all thank you for working your hours it's a tremendous help to Marquette Academy and we truly appreciate it.*

If you sign up for a job such as gate worker or concession stand for games please show up, it is very hard to find someone to replace you at the last minute.

A reminder that there are many activities that you or your family members can volunteer to work for:

Any games at either school – Concession and Gate workers (contact Mindy McConnaughay, Renee Durdan at the H.S. & Mary Mann at the G.S.)

You can work at either school.

Grade School:

Turkey Dinner, Fish Dinner (Ash Wednesday)
Cafeteria & Recess help any day 11:00-12:30
Aftercare worker or any janitorial help.

Contact Mary Mann

High School

Fall and Spring fund raising events in the Advancement office.
Christmas Bazaar/Merry Everything – Stock the Bar – Lip Sinc Battle – May Merriment – Office work,
such as stuffing envelopes – **Diane Whalen**

Contact Julie Verona

In the spring and throughout the year there is also grounds upkeep (cutting grass) at the High School or Janitorial (cleaning) help such as cleaning windows, vacuuming and just general cleaning.

Contact Lisa Tenut or Nadine Vicich

Also in the Spring **Todd Hopkins** may need help with the Football Field.

And if you have any questions regarding your hours or tuition contact me **Mary Roberson.**

Also watch your e-mail, check Facebook and the Marquette Academy Website as there may be other things that come up throughout the year.

Thank you,
Mrs. Mary Roberson
Tuition Adviser
Marquette Academy
mroberson@marquetteacademy.net
[1/815-433-0125 ext. 1019](tel:18154330125)

MARQUETTE ACADEMY FACTS HOURS

Family Name: _____

Student Name: _____

Date: _____

Brief Description of project: _____

Start Time: _____ am/pm End Time: _____ am/pm
circle one circle one

Total hours worked: _____

Confirmed by: _____
Signature of Marquette Academy Employee

For accurate recording, it is extremely important that all completed forms be placed in Mrs. Roberson's or Tenut's mailbox in the main office at the high school or the drop box on the outside of each school. Completed forms may also be left with Mrs. Mann at the elementary campus she will see that I get them. Any family member can work.

Your comments are welcomed: _____

Thank you.

MARQUETTE ACADEMY FACTS HOURS

Family Name: _____

Student Name: _____

Date: _____

Brief Description of project: _____

Start Time: _____ am/pm End Time: _____ am/pm
circle one circle one

Total hours worked: _____

Confirmed by: _____
Signature of Marquette Academy Employee

For accurate recording, it is extremely important that all completed forms be placed in Mrs. Roberson's or Tenut's mailbox in the main office at the high school or the dropbox on the outside of each school. Completed forms may also be left with Mrs. Mann at the elementary campus she will see that I get them. Any family member can work.

Your comments are welcomed: _____

Thank you.