



IWA Store Certificate Program

2010-2011

Important dates to remember:

Aug 26, 2010	Early Bird order date	Apr 7, 2011	5 weeks left to order
Sept. 2, 2010	First opportunity to place an order	Apr 14, 2011	Last chance to place order before break (next delivery date will be May 10th)
Sept. 7, 2010	First order delivery		
Nov. 11, 2010	Teacher Holiday Certificates available	April 19, 2011	Final account report sent home
Nov. 23, 2010	Place order before Thanksgiving break	May 19, 2011	Final date to place an order
Dec. 9, 2010	Last chance to place order before break (next delivery date will be Jan 11th)		All balances and buyout must be paid to avoid \$25 reprocessing fee
Jan. 6, 2011	First order date after break	May 24, 2011	Last delivery date

Please mark these dates on your calendar

Welcome to *Incarnate Word Academy's* 2010-2011 school year. With the beginning of the new school year comes the start of the Store Certificate Program. This is a mandatory fund-raiser, which requires each family to purchase \$3,000 in Store Certificates throughout the course of the school year. Store Certificates are gift cards, which may be purchased and used as payment for goods in a large variety of local and national stores. This program generates thousands of dollars for IWA, bridging the gap between tuition and the true cost to educate each child. Because each dollar used to purchase certificates returns a dollar to you to spend, we hope you take full advantage of this program for all of your grocery, gas, restaurant, drug store and department store purchases.

The Store Certificate Program will run for 33 weeks. Orders are collected daily in your child's classroom and are forwarded to the Program office every Tuesday and Thursday. Orders are compiled on Thursday mornings and submitted to our suppliers; Central Purchasing Office (CPO), our local provider and Great Lake Scrips Center. You may also place your order online at ShopWithScript.com. Your processed order of certificates are distributed the following Tuesday. You may choose to have your order delivered to your child to bring home Tuesday afternoon, or you may wish to pick up your order at the Attendance Office beginning afterschool on Tuesdays at dismissal. If your child has issues regarding delivery, we will request that you pick up your certificates at the Attendance Office. Additionally, if your child is absent, we will try to deliver to a sibling otherwise the order will be left at the attendance office for a parent to pick up.

A Certificate Program Order Form has been attached to this letter. Simply complete the form, make check payable to 'Incarnate Word Academy' and include both in an envelope marked 'Attn: Store Certificate Program'. A new order form will be enclosed with each filled certificate order. Extra forms will be available on the school's web site, the Main Office and the Attendance Office. Orders are due each Thursday by 8:00am for delivery the following Tuesday.

Watch the IWA Weekly Newsletter for program news, information and reminders. If you have any questions about the Store Certificate Program, please contact the volunteer program coordinators on Tuesday or Thursday mornings by calling 440-842-6818. You are also encouraged to contact the program in writing at any time or for your convenience, our email address is: iwacertificates@yahoo.com. Any correspondence sent in to school, please have in an envelope marked 'Attn: Store Certificate Program'.

Please remember, this program is run entirely by volunteers. Since all records are kept exclusively at the school, we ask that you refrain from contacting volunteers in their homes. Your problems can be solved efficiently when your records are on hand.

Please sign and return attached form by Wednesday, September 1, 2010

Just a reminder about the program that ensures fair participation among families:

- A quarterly report will be enclosed with your youngest child's academic report card indicating your family's year-to-date store certificate spending. These reports are intended to help you track your progress towards reaching the \$3,000 purchase obligation.
- If you have not spent \$3,000 by the end of the program, May 19, 2011, you will owe 10% of the remaining balance. Payment for this is due on May 19, 2011.

For example, if you have purchased \$2,500 in store certificates as of the report you receive April 19th, you have the final 3 weeks to purchase the remaining \$500 or pay a fee of \$50 (10% of the remaining balance). You will not receive a new report with additional purchases in the final 3 weeks.

If you do not participate in this required program, you may opt to pay a non-participation fee of \$300. This fee is due no later than May 19, 2011.