



IWA Store Certificate Program

2009-2010

Important dates to remember:

Sept. 3, 2009	First opportunity to place an order	Mar 25, 2010	Last chance to place order before break (next delivery date will be Apr 20th)
Sept. 8, 2009	First order delivery		
Nov. 12, 2009	Teacher Holiday Certificates available	Apr 22, 2010	5 weeks left to order
Nov. 24, 2009	Place order before Thanksgiving break	May 6, 2010	Final account report sent home
Dec. 10, 2009	Last chance to place order before break (next delivery date will be Jan 12th)	May 20, 2010	Final date to place an order
Jan. 7, 2010	First order date after break		All balances and buyout must be paid to avoid \$25 reprocessing fee
		May 25, 2010	Last delivery date

Please mark these dates on your calendar

Welcome to *Incarinate Word Academy's* 2009-2010 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 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 Central Purchasing Office (CPO). Your processed order of certificates are distributed the following Tuesday, as CPO requires the weekend to process our order. 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 Wednesday morning at 7:30am. If your child has issues regarding delivery, we will request that you pick up your certificates at the Attendance Office.

A Certificate Program Order Form has been attached to this letter. Simply complete the form, make check payable to 'Incarinate 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.

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, new this year, our email address is: iwacertificates@yahoo.com. Any correspondence sent in to school, please have 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 Tuesday, September 1, 2009

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 20, 2010, you will owe 10% of the remaining balance. Payment for this is due on May 20, 2010.

For example, if you have purchased \$2,500 in store certificates as of the report you receive May 6th, you have the final 2 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 2 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 20, 2010.