

## **2009-2010 GIFT CERTIFICATE PROGRAM (GCP)** ***OUR LADY OF THE WAYSIDE SCHOOL***

The gift certificate program (GCP) at OLW is available as a way to reduce your tuition costs. By purchasing certificates between July 1, 2009 and June 30, 2010, each school family can receive a rebate of \$30.00 for each \$1,000 of GCP certificates purchased. Last year some families received over \$800 in cash rebates. The following is a list of common questions and answers about the program.

### **WHAT ARE GCPøS?**

GCPøS are gift certificates which you can purchase through the school and use as cash to buy merchandise and services at area stores and, in some instances, to pay off your credit card bills.

### **DOES IT COST ME ANYTHING TO USE GCPøS?**

GCPøS are purchased from the school at face value and can be used as cash at the stores. It costs you no more than it would for you to shop with cash for your regular purchases.

### **WHAT STORES PARTICIPATE IN THE GCP PROGRAM?**

Jewel/Osco certificates are available through an inventory carried in the school office. Other certificates available for ordering are: Kohls, Cub Foods, Safeway, Sara Lee, Burger King, Olive Garden, Red Lobster, Ginoø East, Panera, Pizza Hut, Chilis, Wendys, Kentucky Fried Chicken, Cracker Barrel, J.C. Penney, Sears, T.J. Maxx, Marshalls, Bath and Body, Express, Home Depot, Menards, Office Max, Eddie Bauer, The Gap, Old Navy, Toys -R Us, Pier One, Payless Shoes, Footlocker Stores, Dicks, Blockbuster, Shell, Marathon and Speedway Gas Cards, Jiffy Lube, ServiceMaster, Marriott owned hotels, and many others. For a complete listing, visit [www.mannagroup.net](http://www.mannagroup.net).

### **HOW DO I PURCHASE GCPøS?**

Certificates for Jewel/Osco can be purchased through the school offices during open hours. Order envelopes are available to order all certificates. You can bring the order envelope to school or send it with your student to school. The GCP order is placed at noon on Mondays (on Friday of the week before on Mondays off of school). Any envelopes received after noon on Monday will be ordered for the following week.

The order envelope gives you the option of picking up the certificates in the office yourself, or having them sent home with a student. If you would like certificates sent home with a student, a disclaimer form must be on file in the school office. Remember, GCPøS are like cash, they are not replaceable if lost or stolen.

### **HOW LONG AFTER I ORDER, WILL I RECEIVE MY GCPøS?**

Certificates are delivered to school on Tuesday afternoons (the following day). It takes a while to separate orders, but certificate orders hopefully go home with students on Tuesday. The latest they would come home is Wednesday.

### **WHAT STORES WILL ALLOW ME TO PAY MY CREDIT CARD BILLS?**

Stores that allow you to use GCPøS to pay off credit card bills are indicated by the (cc) on the listing page. Do not mail GCPøS to stores. Remember, GCPøS are like cash, they are not replaceable if lost or stolen.

**WHO IS ELIGIBLE FOR THE GCP REBATE?**

Only families who have children attending Our Lady of the Wayside School (preschool thru grade eight) are eligible for the rebate.

**HOW DO I RECEIVE CREDIT FOR MY REBATE ACCOUNT?**

At the time you purchase certificates, you will be issued a receipt for the dollar amount purchased. Indicate your family name and phone number and your rebate account is credited. The receipt must be signed by an authorized seller (parish priest, school board member, FSA member, principal, assistant principal or secretary).

**CAN I GIVE SOMEONE ELSE CREDIT FOR MY PURCHASES?**

At the time you purchase or order certificates, you can indicate any other family name who is an eligible Wayside School family.

**CAN SOMEONE ELSE PURCHASE CERTIFICATES AND GIVE MY FAMILY THE CREDIT?**

You can ask family or friends to purchase certificates. They must give your family name and phone number at the time of purchase! Credit cannot be issued after the time certificates are purchased.

**HOW DO I KNOW MY REBATE AMOUNT?**

At the time of purchase or delivery you will receive a yellow receipt. The white receipt is kept by the office and sent to a selected school board member for record keeping. You should keep your yellow receipts in case you have a question about your account.

During the first three quarters, rebate checks will be in increments of \$30 for each \$1,000 in GCPs purchased. Remaining amounts can be carried into the next quarter. In the fourth (final) quarter, any remaining amount over the \$1,000 increments is calculated at a 3.0% rate. **A minimum of \$1,000 certificates purchased is required to receive your first rebate.** No totals can be carried over to the next fiscal year.

Examples: Family #1:

	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter
\$ purchased	1700	(700) +2,600 = 3,300	(300) +3,400 = 3,700	(700) +3,700 = 4,400
\$ rebate	30	90	90	120 + (3.0% of 400)

Total = \$342.00

Family #2

	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter
\$ purchased	900	(900) +2,000 = 2,900	(900) +2,200 = 3,100	(100) +1,400 = 1,500
\$ rebate	00	60	90	30 + (3.0% of 500)

Total = \$195.00

Family #3

	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter
\$ purchased	100	(100) +200 = 300	(300) +200 = 500	(500) +300 = 800
\$ rebate	00	00	00	00

Total = \$00.00

**HOW AND WHEN WILL I RECEIVE MY REBATE AMOUNT?**

Rebate amounts are paid quarterly (7/1 thru 9/30, 10/1 thru 12/31, 1/1 thru 3/31, and 4/1 thru 6/30). A school board member who has the white receipts calculates your rebate. There are

four options to determine how your rebate is paid: 1) Receive a check, 2) Apply the rebate toward tuition, 3) Donate total rebate to OLW, or 4) Share 50% of the rebate with OLW. A form is filled out and returned to the school office with other beginning-of-the-year forms.

**IS THERE ANY REASON THE SCHOOL MIGHT WITHHOLD MY REBATE CHECK?**

The school reserves the right to withhold a rebate check from any family with a seriously past due tuition account. The rebate will be applied to the unpaid tuition balance.

**CAN FAMILIES COMBINE ACCOUNTS TO GET UP TO THE REQUIRED \$1,000?**

No. If you remember, the family to be credited must be indicated at the time of purchase. No accounts can be combined after the family was indicated on the original purchase.

**IS THERE ANY LIMIT TO THE AMOUNT OF REBATE WE CAN RECEIVE?**

No. There is no limit to the amount you can receive.

**WHOM SHOULD I CONTACT IF I HAVE ANY QUESTION ABOUT THE PROGRAM?**

Please contact any school board member, the principal, or school secretary about how the GCP Program works.

**WHAT DO I DO IF I THINK THERE IS A MISTAKE IN MY ACCOUNT?**

The office can tell you the school board member's name and phone number who is the record keeper. You must raise questions regarding your account balance within 60 days after the end of the quarter in question. Any questions about your account at the end of the fiscal year (6/30) must be raised before 90 days. If you do not raise questions about your account within these time periods, it is assumed that your accounts were correct.