

WHAT IS THE SHOP PROGRAM?

The SHOP Program purchases merchant gift certificates in large volume at a discount. Parents, relatives and friends buy the gift certificates from the program at face value to pay for every day expenses like food, clothing, gasoline and other essentials. The profit received by the program is then passed along to families in the form of tuition credits.

HOW MUCH TUITION CREDIT CAN WE EARN?

Profits are the discount determined by each merchant. Order forms show the profit a family will make. Profits range from 1-20%. There is no limit as to how much profit /tuition credit you can earn. The more you, family and friends purchase in your name the more credit you accrue.

HOW WILL WE KNOW THE AMOUNT OF TUITION CREDITS EARNED?

Statements of credits earned are distributed quarterly. The SHOP year runs from May 1 – April 30. Credit earned during that time period is applied to the following school year's tuition. Your credit will show up on your tuition bill in June.

WHAT IF WE DON'T HAVE TUITION EXPENSES?

When registering, you can elect to have the SHOP profits you generate applied to your own tuition expenses, another family's tuition account, tuition assistance for needy families, or general parish operation.

HOW DO WE PLACE A SHOP ORDER?

To participate in the SHOP program you must first complete the registration form. This identifies where your SHOP profits are to be directed. Next, complete the SHOP order form and attach your check (preferred), made out to Norwalk Catholic School SHOP Program or cash and turn in your order. Each time you order, you will receive a new order form to be used with your next order. Always try to use the most current order form as merchants and profits often change. School newsletters or bulletin notices will fill you in on any changes in the program. Also, you can now go to the school website – www.ncsweb.org and pull up a registration form or the most current order form. From this site you can print as many forms as you need.

WHERE DO WE TURN IN ORDERS?

Completed orders and payment can be:

- 1) Brought to the school on Monday morning (before school starts).
- 2) Dropped in the weekend collection basket.
- 3) Dropped off at St. Mary's or St. Paul's Rectory no later than **9 a.m.** on Monday morning.

The large brown envelope you receive with your SHOP order is to be re-used with each order.

WHERE DO WE PICK UP ORDERS?

You can elect to have your certificates sent home with your child. Junior High and High School students must go to the high school office to pick up orders. Orders can also be picked up at the parish or school offices. Pick-up times are listed at the top of the order form. Be sure to indicate your preference! If these times do not work for you, other arrangements will be made.

WHAT LOCAL GROCERS PARTICIPATE?

Gardner's offer paper gift certificates which you purchase at the Service Counter before checking out. Be sure to ask for the NORWALK CATHOLIC SCHOOL SHOP certificates. If paying by cash, you will be asked to fill out a SHOP envelope or form. The same procedure is followed at Apple's. Schild's IGA offers a gift card which is refillable. This card is purchased at the Service Counter for \$1.00. This is a one time fee to cover the cost of the card. You can apply any amount to this card and use it until the balance becomes low. Then, just stop at the Service Counter and have more money put on the card. Profits earned at these stores are: Gardner's - 8%, Apple's - 4% and Schild's - 9%. Checks for certificate purchases at these stores are also made out to Norwalk Catholic School SHOP Program. Giant Eagle Gift Cards can only be purchased off of the order form.

ARE THERE OTHER RETAILERS NOT LISTED ON THE ORDER FORM?

Some retailers offer certificates valid at more than one store. The Bath & Body Works certificate is also redeemable at White Barn Candle Stores. Mrs. Field's Cookies certificates are redeemable at the Original Cookie stores. Outback Steakhouse can be used at Carrabba's Grill. Affiliated stores are usually listed on the certificates. A complete list of gift card guidelines is available in the school offices. Or, call Carol Fries (419-668-7925) and one will be sent home to you.

ARE THERE ANY RESTRICTIONS TO THESE GIFT CARDS?

Some have expiration dates, some don't. Some have fees if not used for a designated length of time. This information is also included in the guidelines mentioned above.

WHAT IF MY CHILD LOSES THE CERTIFICATES?

Certificates are just like cash. The SHOP program carefully handles the purchase of certificates and tracking of tuition credit. However, once certificates are distributed to students to take home, the SHOP program is no longer responsible if items are lost or stolen. If you are unsure whether your child is responsible enough to get your order home to you, please consider picking the order up yourself.

WHO CAN WE CALL WITH SHOP QUESTIONS?

Contact Carol Fries (419-668-7925) with any questions or comments about the program.