

# TRIP

## Tuition Reduction Incentive Program

September 2015

Welcome back to a new school year!

It's time to replenish your supply of gift certificates and gift cards for your everyday shopping needs, and so the **first TRIP order of the school year is due at the school TOMORROW (Wednesday, September 9<sup>th</sup> by 12 noon**. The order form is attached, as is the participant registration form for the period of May 2015 – April 2016 (below). Please complete the registration form and include it with your first order so that we can ensure proper delivery of your orders, and proper designation of funds raised.

If you are a returning family, we look forward to new and continued support for this effortless fundraising program.

If you are a new family to our school, and are not sure how TRIP works, please contact Jen Koops. We will be more than happy to fill you in on the benefits of TRIP. Contact information can be found on the order form.

### T.R.I.P. REGISTRATION FORM

*May 2015 -April 2016*

**Providence Christian School**

542 Ofield Road North, Dundas, Ontario L9H 5E2  
tel: 905-627-1411

PLEASE PRINT

Family Name		First Name(s)	
Address			
City/Town		Postal Code	Phone:
E-mail:		Fax:	
<b>DELIVERY METHOD</b>	Please send home with: <i>(release must be signed for this)</i>	In Grade:	<input type="checkbox"/> I will pick up my order

*INSURANCE RELEASE: I shall take full responsibility, and will not hold PCS liable for any gift certificates, gift cards, cash, or cheques lost or stolen by/ from children or others that I have listed to be couriers of certificates/ cards/ cash/ cheques.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CHOICE OF PROFIT DESIGNATION

*Choose one option and complete the information as required. Designation may only be changed in May of each year. Credit will be calculated after April 30 and applied to the following school year. Unused credits will be rolled into the General Fund. Credit*

- A.  100% General Fund
- B.  50% General Fund, 50% personal tuition
- C.  50% General Fund, 50% future family *persona*l\* tuition  
\*Your child's anticipated enrolment year: \_\_\_\_\_
- D.  50% General Fund, 50% Tuition Assistance for:  
 Specific Family: \_\_\_\_\_  
 Board's Discretion
- E.  50% General Fund, 50% personal tuition - HDCH

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **IMPORTANT NOTES & REMINDERS**

- **Orders are due at the school by 12:00 noon on the scheduled order day.**
  - ⇒ **Unfortunately, late orders cannot be accepted, regardless of reason.** Our volunteers are dedicated to the program, and realize that each order generates revenue for our school, however revisions for late orders create a significant amount of extra work for our volunteers. The order schedule is regular - please plan accordingly. Any changes to the regular schedule will be noted Monday's Bits.
  - ⇒ **When sending your order with your child, make sure to remind your child to give the order to his/her teacher first thing in the morning.** Our teachers and staff have been faithful in asking students if they have orders on order day, however we can't expect teachers to search back packs for orders if students forget.
  - ⇒ The order form (in Excel) is sent out via email the weekend before each order is due. **If you are not already on the email list and would like to be added, please send Jen Koops an email indicating so.** Note that if you have Excel, the order form can be completed electronically (all the math will be done for you!).
- **Full payment must accompany all orders as per the payment options noted on the order form. Orders will not be processed if payment is not included.** Please follow the payment/post date options noted on the order form (including dates specified). We ask your cooperation on this matter as it makes our bookkeeping much easier and less time consuming.
- **OFFICE SUPPLY.** Grocery & Tim Horton's gift certificates/gift cards are available through the office. **Payment (cheque or cash) must be made at the time of purchase** (again, our program is run by volunteers, and chasing down payments can be time consuming).
- **Regarding "Choice of Profit Designation" on the participant registration form:**
  - ⇒ The "Future Family" option is only available to parents of preschoolers who anticipate that they will be enrolling their child/ren at PCS within 5 years. In order to participate in TRIP using this option, PCS membership is required.
  - ⇒ If you choose the "Tuition Assistance - Specific Family" option, the family you choose to support will need to have or expect to have children enrolled at PCS in the 2014 - 2015 school year.

**YOUR PARTICIPATION AND COOPERATION IS GREATLY APPRECIATED!!!**