



# KELOWNA CHRISTIAN SCHOOL

## SCRIP REGISTRATION FORM (2018 – 2019)

### SECTION 1

Please SIGN and return the ENTIRE form with your first order each school year. This form must be completed by all who participate in SCRIP.

#### KELOWNA CHRISTIAN SCHOOL FAMILIES

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Which office would you like to pick up your SCRIP?  
 (please check one)

Gordon  Benvoulin

#### FRIENDS OF KELOWNA CHRISTIAN SCHOOL (NO CHILDREN ENROLLED IN KCS)

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Which office would you like to pick up your SCRIP?  
 (please check one)

Gordon  Benvoulin

Friends of KCS may direct their earnings to (please check one):

Family of \_\_\_\_\_  
KCS Parent's First and Last Name

Financial Assistance Fund

Building Fund

Would you like to keep your donation confidential?  Yes  No

#### FUTURE KELOWNA CHRISTIAN SCHOOL FAMILY

You may begin raising funds for your family even if you are not yet enrolled at Kelowna Christian School.

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal: \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Which office would you like to pick up your SCRIP?  
 (please check one)

Gordon  Benvoulin

Name of Student: \_\_\_\_\_ Projected Enrolment Year: \_\_\_\_\_

### SECTION 2

**DISCLAIMER:** Complete this part if your child is permitted to bring your certificates home. Your child will receive only the certificates ordered under your family number. Certificates will not be sent home with your child if you do not include this signed DISCLAIMER with your first order. I AUTHORIZE KELOWNA CHRISTIAN SCHOOL TO RELEASE MY SCRIP GIFT CERTIFICATES TO MY CHILD. I WILL NOT HOLD KELOWNA CHRISTIAN SCHOOL RESPONSIBLE FOR ANY LOST OR MISPLACED CERTIFICATES.

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_

### SECTION 3

We have read, understand and will abide by the policies of the SCRIP program.

Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_\_



## POLICIES OF THE KELOWNA CHRISTIAN SCHOOL SCRIP PROGRAM

- 1) The SCRIP program will run bi-weekly, except in summer. Order form can be found online and order and pickup dates are available on the school calendar. Any questions about SCRIP should be directed to Caroline Matis in the main office.
- 2) Family or friends may help you by ordering certificates through you, or by registering for themselves with the earnings directed to your family. All certificate orders for your family must be on one order form, and all cheques submitted must be made payable to Kelowna Christian School. These cheques are non-tax deductible because you receive dollar for dollar value.
- 3) The percentage earned on each participating family's order will be held by the school and credited to your family's fundraising account. A statement of your purchases and percentage earned will be enclosed with your order in December and May. Any discrepancies must be brought to the attention of Caroline Matis within 45 days of the statement date. Five percent (5%) of the total profit earned by your family will be used by the school to administer the program (i.e. 5 cents of every dollar in "profit" your family earns). This helps cover shipping charges and other incidental expenses incurred by the program.
- 4) SCRIP is being offered to promote the education of students at Kelowna Christian School; therefore, the money collected by your family will only be used for Kelowna Christian School activities and costs. If your family leaves Kelowna Christian School for any reason, the monies raised by your family through this program will be credited to the Financial Assistance Fund.
- 5) Certificate orders may only be picked up by parents unless a Disclaimer of Responsibility form has been signed. This must be done for each school year before certificates will be released to your child. These forms will be kept on file. Your child will only receive the order with certificates ordered under your family account.
- 6) All completed certificate orders are due on or before the first and third Mondays of each month and must be submitted to either the Gordon or Benvoulin campus offices. No late orders will be accepted. Should the first or third Monday be a holiday, orders will be due on or before the Tuesday following the holiday. Filled orders will be available on the second and fourth Wednesdays of each month after 3:00 p.m. or thereafter during regular office hours. If there is a fifth Monday in the month it does not count. Office hours are from 8:00 a.m. to 4:00 p.m. during the school year. If a child is designated to bring certificates home, the child is responsible for picking up the order.
- 7) These gift certificates are just like cash. Kelowna Christian School is not responsible for lost or misplaced certificates.
- 8) Anyone writing a N.S.F. cheque will incur a fee of \$30.00 to be paid to the Kelowna Christian School SCRIP. After two N.S.F. cheques are tendered on your SCRIP account, only money orders or cashiers cheques will be accepted on your account. No further personal cheques will be accepted for purchase of certificates.