



St. Thomas More Academy
Educating the heart, mind and soul

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STMA FOCE- Grocery Gift Card Program

How does it work?

Do you buy groceries? Do you shop at Giant, Safeway, Giant Eagle, Weis, Super Fresh, Food Lion or Shoppers Food Warehouse? Then you can earn tuition credit simply by purchasing gift cards IN ADVANCE of shopping at your favorite grocery store!

All you need to do is **START!** You can simply send an email to Sherri Slattery at joeandsherri@comcast.net or call her and tell her **WHAT STORE** and **HOW MUCH** in gift cards you want- such as "Giant Eagle, \$200". Different grocery stores offer different credits amounts, but they all come in \$50 increments. Start by estimating what you already spend per week **NOW-** and start with that!

Earn even **MORE** tuition credit by getting family, friends and neighbors to buy grocery certificates too! There is no cost to them, and you earn all the tuition credit for 3rd party orders!

CERTIFICATE ORDERING

- ~ Orders need to be placed by noon on Sunday of each week you wish to place an order.
- ~ Sherri sends out reminder emails on Friday which you can easily use to place your order by simply **REPLYING** to the email to ensure you order is placed on time.
- ~ Certificates are distributed on Mondays at 3:00pm at STMA, during dismissal. If the school is closed for a holiday on a Monday, distribution will be moved to 3:00pm on the following Tuesday.
- ~ You may order certificates as needed or create a standing order of once/week, once/month or every other week. Sherri will work with your schedule!
- ~ If you plan to place orders, even periodically, please provide your email address to Sherri so you will receive the reminder emails and any changes in the procedure, percentages, or distribution date due to holidays etc.

CERTIFICATE PAYMENT

~ All certificates/grocery cards are to be paid for ON RECEIPT. Exceptions can be made in extraordinary situations, but generally, all grocery cards must be purchased on receipt.

~ Checks are to be made out to "FOCE", which stands for Friends of Catholic Education. Please do NOT make the checks out to STMA or we will have to return it to you, or have our bookkeeper deposit it and cut a check.

BAD DEBT PROCEDURES

~ If a check is returned for "Not Sufficient Funds", then the check will be re-deposited a second time, and a fee of \$7.00 is charged to you for the returned check. If the check is returned a second time, another \$7.00 fee will be applied and ordering will be suspended for that customer until cash is given for the NSF check. Cash or money order payments will be required from any person having more than three returned checks.

APPLICATION OF TUITION CREDITS

~ A monthly report is sent to the STMA bookkeeper. She then applies the credits to your individual tuition accounts. Because of the timing of the reports, you will probably not see the credits appearing until at least a month after you have earned them.

SUMMER ORDERING/DISTRIBUTION

~ The program continues through the summer and your credits are "banked" and continually tracked so as to be applied to your tuition account when you begin payments again for the next year.

~ Ordering deadlines are the same throughout the summer, but before the end of the school year, Sherri will provide you with a schedule for any weeks "off" for vacations. Generally, distribution day in the summer moves to Tuesdays at 9:00am at STMA. Other arrangements can be made in the summer, if that distribution time does not suit your schedule.

CONTACT INFORMATION

STMA GIFT CARD CAPTAIN - Sherri Slattery

Phone number: 410-635-2496

Cell phone: 240-381-9539

Email: joeandsherri@comcast.net

Please do not hesitate to contact Sherri regarding this very beneficial tuition assistance program should you have any questions!!!!