



IHMS Parents' Guild Gift Card Fundraising Program



Dear Parents, Friends and Supporters,

The IHMS Parents' Guild is pleased to announce the launching of the *IHMS Gift Card Fundraising Program*.

Program Description

We are excited to introduce a new, on-going fundraising program that will not cost you one penny more than you would normally spend.

The Parents' Guild purchases plastic cards from large, well known retailers at a discount. The Parents' Guild resells the cards to you at face value and the Parents' Guild keeps the difference as a fundraiser.

Some of the participating retailers include Superstore, Save-On-Foods, Sobeys, Safeway, Wal-Mart, The Bay, Home Depot, Rona, Petro-Canada, Shell, Canadian Tire, Best Buy, Shoppers Drug Mart and many more.

Ordering

Together with each IHMS Monthly Newsletter, the Gift Card Order Form will be supplied for your convenience. You may also download the Order Form from the IHMS website. Please fill in the required contact information, as well as, the number and type of gift cards you require. The Gift Card Order Form (excel spreadsheet) will self tabulate your order. If submitting the Order Form online send it to: **parentsguild@ihms.mb.ca**

The second Thursday of each month will be the order due date of when to submit your Gift Card Order Form and payment. Submit your orders to the School Office, or email it to **parentsguild@ihms.mb.ca**. The orders will be processed immediately following the due date. If you miss the due date one month ... no worries, you can still place an order in a subsequent month. If there is an immediate need, please do let us know and we can figure out a means to accommodate.

Payment

The forms of accepted payment are:

1. Cash (exact amount)
2. Cheque made payable to: IHMS Parents' Guild
3. EFT to: parentsguild_eft@ihms.mb.ca

Distribution

Once you submit your completed Gift Card Order Form along with your payment, the gift cards will be available for pick-up on the third Thursday of the month. The school will be set up a claiming booth at the front of the school (after school) for the distribution of the gift cards. Due to the nature of the gift cards, we will need your signature to acknowledge receipt of the gift cards. With your signed authorization, you may allow your children to pick-up the gift cards. Your children will also have to sign their receipt of the gift cards.

Electronic Fund Transfer (EFT) instructions - Fund transfers can now be made online from your financial institution, direct to the IHMS Parents' Guild.

- a) Log into your online banking and set up the IHMS Parents' Guild as one of your *Interac e-Transfer* payees using the email address: parentsguild_eft@ihms.mb.ca
- b) In the Message Box indicate the funds are for gift cards.
- c) Specify the amount of funds to be transferred. The money sent via the *Interac e-Transfer* from your financial institution goes directly to IHMS Parents' Guild account.
- d) With this new system of *Interac e-Transfer*, there is added convenience of not needing to convey security answers, while continuing to have the security of knowing IHMS is directly receiving the funds.
- e) You will be notified by email/text once the *Interac e-Transfer* is complete.



Thank you very much. Your support will go a long way in supporting the school, the children and the staff.

God Bless,

IHMS Parents' Guild