

## St Patrick of Heatherdowns TRIP Program General Policies

1. In order to participate in the SPH TRIP program, the registrant must have read, understood, and signed these General Policies and the annual TRIP registration form must be returned to the TRIP committee.
2. Each week an order is received, the amount of family earnings will be displayed on the label attached to the envelope containing the family's order for that week. The percentage earned by each participating family will be held in the SPH TRIP account until the designated time of annual disbursement. At the appointed time, currently the end of March, earnings will be accumulated for the year and families will be notified of their accumulated earnings. Any discrepancies must be brought to the attention of the TRIP committee within 1 week.
3. Each year the disbursement of each family's earnings will be accumulated together with all the families earnings based on the designated school to receive the disbursement. Checks will be issued to the designated school prior to the beginning of the upcoming school year. Currently the following schools are approved designees:

St Patrick of Heatherdowns	St Francis De Sales High School
Cardinal Stritch High School	St John's Jesuit High School
Central Catholic High School	St Rose
Notre Dame Academy	St Ursula Academy
Our Lady of Perpetual Help	SPH endowment
4. This program is intended to provide tuition assistance for students of member families. Therefore earnings will only be disbursed to the designated school of your choice. If your child does not yet attend one of the approved schools, your earnings will be rolled over to be used in first year your child attends the school. If your child will no longer be attending one of these schools, your earnings can be transferred to another family's account or passed along to the SPH endowment fund annually (no carryover is allowed in this circumstance).
5. The amount of earnings per vendor will be displayed on each order form. The percentage displayed includes 1% that is being held by the TRIP account to cover administrative expenses. For example, if the vendor displays 10%, the family earnings will be 9% and the remaining 1% will be retained in the SPH TRIP account.
6. The most current order forms will be made available for download on the SPH TRIP web site. The vendors do make periodic (sometimes unannounced) changes to the percentage of earnings, therefore, percentages awarded to families will be based on the current percentage offered by the vendor.
7. All orders must be accompanied by cash or check made payable to SPH TRIP. ACH, or automatic withdrawal, may also be established if proper forms are submitted and if so must be designated as such on the weekly order forms. Checks will be deposited the same day that orders are placed by the TRIP committee members.
8. Any participant writing a check for non-sufficient funds will be charged an NSF fee of \$25.00. This fee and the amount of the NSF check must be paid to the SPH TRIP program before your next order will be accepted. If multiple NSF checks are received during the same fiscal year, check writing privileges may be suspended.
9. Orders must be received by Monday, 9 am of the week the order is placed. Please consult the SPH TRIP web page for exact dates as holidays and other school events may prompt changes to the normal order dates. Orders may be sent into school with your child or placed in the TRIP mailbox located in the parish office. The committee is not responsible for orders turned in after the deadlines. Late orders will be kept and filled with the next order.
10. Filled orders will be available for pickup during normal business hours on Friday in the parish office. Please consult the SPH TRIP web page for exact dates as holidays and other events may cause changes to the normal schedule. A signature is required at time of pick up. Orders may be sent home with your child, however, the order form **MUST BE SIGNED**. SPH is not responsible for orders lost or stolen once they have been signed for and/or released to the child.

I have read, do understand, and agree to the general policies as stated here for the SPH TRIP program.

Signature \_\_\_\_\_ Date \_\_\_\_\_