

ST. ALPHONSUS/ST. PATRICK SHOP/MANNA PROGRAM
General Policies Statement

1. SHOP is being offered to help fulfill your fundraising requirements at St. Alphonsus/St. Patrick School. Therefore, the money collected under your family name will be paid to St. Alphonsus/St. Patrick School for Fundraising reduction for Preschool through Eighth grade.
2. Each participating family will earn approximately 99% of the profits from their orders. Your profit will be applied to your fundraising requirement. The other 1% is used to run the program. A statement showing your fundraising credit will be sent to you through the school. You will have 10 days to report any discrepancies. After 10 days all totals will be cleared and there will be no adjustment made.
3. SHOP/MANNA will run weekly, unless otherwise announced during the school year.
4. Please place your order online at www.mannaorders.net before Tuesday morning. You may pay by using MannaPay (your money is automatically deducted from your bank account) or by check made payable to SHOP. All completed orders are due to your child's teacher or the school office by 8 a.m. on Tuesday mornings. Orders will be accepted any time before Tuesday. However, all late orders unable to be filled will be held for the following week. Directions to place the order online are on the school's website under Fundraising, SHOP. You may order with an order form also found online.
5. Filled orders will be put in your oldest child's Thursday envelope. We must have a signed disclaimer on file to send your order home with your child. Orders designated for parent pick up will be available in the school office after 1 p.m. on Thursdays. **If for any reason there is a discrepancy in your order, you must notify Candy Alfonso (630) 910-1064 within 24 hours.**
6. Make your checks payable to SHOP. These checks are not tax deductible because you receive a dollar for dollar value.
7. If your child (children) no longer will be attending St. Alphonsus/St. Patrick School, for whatever reason, the money held under your family name will be transferred to the General School Fund. **At no time can money be directly refunded to the participating families.**
8. **THESE GIFT CARDS ARE JUST LIKE CASH. ST. ALPHONSUS/ST.PATRICK SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR MISPLACED GIFT CARDS.**