

**Birchwood School Gift Card Program**  
**As-Needed Order Details**

**As-needed orders:** Gift cards for special occasions, holidays, birthdays, weddings or just because.

**Before you start:** If you don't have the free Adobe Acrobat Reader or any other Acrobat products installed on your computer, you can still download and install the free Adobe Acrobat reader from. Click [get.adobe.com/reader/](http://get.adobe.com/reader/) (a recommendation is that all "Optional Offers" should be unchecked before starting installation) before embarking on the following sequences starting at **Step 1**.

On the other hand if you have a Chromebook or any other device where Adobe Acrobat is not readily available, or do not want to install/use Adobe Acrobat products, please start from **Step 2C**.

**Step 1:** Download As-Needed Order form [here](#)

**Step 2:** Fill it out on your computer

**Step 2A:** Click the "Submit Form" button to send to [BWSGCP@birchwoodschoo.org](mailto:BWSGCP@birchwoodschoo.org).

**Step 2B:** (optional) Save the filled out form. Click [here](#) for instructions on saving the filled form. Skip to Step 4.

**Step 2C:** Download As-Needed Non-Fillable Order Form [here](#) and fill in order manually.

**Step 3:** Print.

**Step 4:** Use one of three ways to submit if you didn't do **Step 2A** or started with **Step 2C**:

- If sending in as an attachment, scan your signed form, attach and send to [BWSGCP@birchwoodschoo.org](mailto:BWSGCP@birchwoodschoo.org). Don't forget to drop off payment at the office or send it in through your child's parent folder by the deadline. Refer to table at the bottom for details.
- Or drop your completed order form and payment at the office.
- Or send them both through your child's parent folder.

**Important dates to remember**

Below is a chart that summarizes the two order types and their associated deadlines:

**Deadlines for Order Forms and Payments**

Order Type	Month Number	Deadlines	
		Order Forms	Payments
Standing	1st	By the last Friday of the month	Must be received by the last Friday of that month
	2nd and subsequent	Executed automatically on your behalf	By the 15th of the next month
As-needed	Any	By the last Friday of each month	By the last Friday of each month