

Birchwood School Gift Card Program
FAQ (Frequently Asked Questions)

Do I have to buy magazine subscriptions with this fundraiser?

No! This fundraising program doesn't make you buy subscriptions to magazines you don't read or frozen pies you don't eat. Instead, you buy gift cards for retailers that you frequent. So why not make your everyday spending also raise funds for the school. It's a win-win!

When is the order deadline for as-needed orders?

Last Friday of each month. *Please refer to the order and payment deadline table below for more details.*

Can I submit an as-needed order form even if I already have a standing order in place?

Yes! You can submit an as-needed order even if you already have a standing order in-place. As with standing orders, current expectations are to distribute gift cards ordered by the 15th of each month. *Please refer to the order and payment deadline table below.*

Do I need a standing order or as-needed order? What is the difference?

- Complete a **standing order form** if you need to buy gift cards that you will use on a monthly **recurring** basis like groceries, gas, monthly shopping and others.
- Complete an **as-needed order form** if you need to buy gifts for birthdays, holidays, weddings, "thank you," or whenever the need arises instead of on a monthly recurring basis.

How do I cancel a standing order?

By writing to the Parent Committee at bwsgcp@birchwoodschool.org of your request. Depending on the day of the month, it can take up to one order cycle (up to 30 calendar days) before a standing order can be terminated. We appreciate your understanding.

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

If you have any questions, please email bwsgcp@birchwoodschool.org and someone will get back to you promptly.