

Birchwood School Gift Card Program
Standing Order Details

Standing Orders: Gift cards you need on a monthly basis like groceries, gas, etc.

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

If you have a Chromebook or other device where Adobe Acrobat is not readily available, or you do not want to install/use Adobe Acrobat, please start from **Step 2A** instead.

- Step 1:** Download Standing Order Form [here](#)
- Step 2:** Fill it out on your computer and skip to **Step 3**.
- Step 2A:** Download Non-Fillable Standing Order Form [here](#)
- Step 3:** Print and sign the form.
- Step 2A:** (optional) Save the filled out form. Click [here](#) for instructions on saving the form.
- Step 4:** Use one of three ways to submit:
 - If sending in as an attachment, scan your signed form, attach and send to BWSGCP@birchwoodschool.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.

Once established, standing orders are executed monthly. Gift cards are distributed by the 15th. Subsequent payments will be due by the **15th of the next month**. Like the famous TV telemarketer Ron Popeil said about one of his inventions: "Set it and forget it!"

Need to add more cards after the standing order is in effect? No problem! Use the Standing Order Form and select "modifying an existing order" above the signature line (make sure to include all the cards you want, not only the ones you are adding).

Important dates to remember: The chart summarizes the two order types and their 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

*We will send out payment reminder emails for standing orders for the second and subsequent months as a courtesy as we know how busy our lives get!