

CHESHAM BOIS C.E. COMBINED SCHOOL PARENT TEACHER ASSOCIATION

Shopping Voucher Scheme

RULES OF THE SCHEME

1. The scheme will be known as the PTA Voucher Scheme.
2. The purpose of the scheme is to raise money for the Parent Teacher Association in addition to the funds already available for use. The existing rules applicable to the spending of Association funds will apply.
3. The word parent used herein shall mean the parent, guardian, teacher or other person who participates as a purchaser of the vouchers in the scheme.
4. Money is raised for the scheme, by the bulk purchase of Gift Vouchers from local shops. A discount is given to the PTA by the retailers for buying their store vouchers in bulk. The discount is retained by the scheme after the vouchers have been distributed to the participating parents. The vouchers may be used, in place of cash, at the designated retailers and their associated outlets eg. garages and some on-line sites.
5. All payments must be made on the 1st of each month. All funds from parents must be cleared before an order can be placed with the retailer. Orders placed at the beginning of the month, with funds cleared, will be ready for collection at the end of the same month.
6. Parents who place Adhoc orders may take part in the scheme as many or as few times as they wish. Parents who place Standing orders will need to give 1 month's notice of cancellation from the scheme.
7. Parents must return their completed forms, together with the appropriate form of payment, to the PTA box before the designated time.
8. The PTA retains the right not to order the vouchers if there are not sufficient participants to raise money for the PTA. If the order is cancelled, all cheques will be returned to the parent.
9. The PTA will collate all the orders, purchase the vouchers from the retailers and distribute them to the purchasers according to the options chosen by the parent on the Voucher Order Form.
10. Vouchers can only be handed to a third party, only if previously agreed by the parent with the PTA representative (Arifa Malik). The designated collector will be asked to sign a receipt for the vouchers, as proof of delivery, and it is at that point that the responsibility of the safe delivery of the vouchers, to the parent, passes onto the designated collector. The PTA cannot be held responsible for the loss or damage of the vouchers, once they have been passed to the designated collector.
11. Parents must notify the PTA within 3 days of any discrepancy in the voucher quantity.
12. The vouchers cannot be exchanged for cash, nor can they be sold on by the parent at a price less than the face value of the voucher.
13. Most supermarkets will give change. This is at the discretion of the retailer and the PTA cannot accept responsibility for any difficulties that may occur.
14. Not all retailers will accept the vouchers for online shopping transactions. The PTA cannot be held responsible for any issues that may arise. The parent is advised to clarify the situation with the retailer before embarking on any on-line transaction.