

# **GROCERY CERTIFICATE PROCEDURE**

EACH TEAM PARTICIPATING IN THE GROCERY CERTIFICATE PROGRAM WILL HAVE ONE PERSON DESIGNATED AS THEIR GROCERY CERTIFICATE REPRESENTATIVE.

ORDERS MAY BE CALLED IN AND PICKED UP ONLY ONCE A WEEK PER TEAM. ONLY \$100 SAFEWAY & \$100 KING SOOPERS GIFT CARDS ARE AVAILABLE.

ORDERS CALLED IN **BEFORE NOON** MAY BE PICKED UP THE FOLLOWING DAY; ORDERS CALLED IN **AFTER NOON** MAY BE PICKED UP TWO DAYS LATER.

FOR EXAMPLE:

ORDERS CALLED IN BEFORE NOON ON MONDAY WILL BE READY FOR PICKUP TUESDAY OR LATER, IF THE ORDER IS CALLED IN AFTER NOON ON MONDAY THE ORDER WILL BE READY FOR PICKUP WEDNESDAY OR LATER.

**THERE WILL BE NO EXCEPTIONS TO THIS.**

TO ORDER CERTIFICATES CALL CELINA AT 303-403-0902 x102

OFFICE HOURS:	MONDAY	CLOSED
	TUESDAY	12:00-5:00
	WEDNESDAY	9:00-2:00
	THURSDAY	12:00-6:00
	FRIDAY	9:00-2:00

PLEASE USE THE ORDER FORM THAT IS AVAILABLE AT THE OFFICE. PROVIDE COACH'S NAME, PERSON REQUESTING, PHONE #, UNDER PURCHASER PLEASE LIST THE NAME ON THE CHECK, PLAYER NAME, AND AMOUNTS. PUT GROCERY CERTS ON ALL CHECKS IN MEMO. MAKE CHECKS PAYABLE TO **ASA**. PLAYER ACCOUNTS WILL BE CREDITED \$5 FOR EVERY \$100 OF GROCERY CERTIFICATES PURCHASED.

AS THE CERTIFICATE REPRESENTATIVE FOR YOUR TEAM, ESTABLISH A SCHEDULE SO THEY WILL KNOW WHEN TO GIVE YOU THEIR CHECKS AND WHEN TO PICK UP THEIR CERTIFICATES. PLEASE MAKE SURE THAT EVERY MEMBER OF THE TEAM IS ENCOURAGED TO PARTICIPATE IN THIS PROGRAM. IT IS **FREE MONEY!**

**THANK YOU FOR YOUR COOPERATION!**