



11299 Hanson Blvd. NW,
Coon Rapids, MN 55433
Phone: 763-506-1107 Fax: 763-506-1153

How to Purchase AHEF Certificates/ Store Cards

The Anoka-Hennepin Educational Foundation is a non-profit 501(c)3 organization with the mission of supporting and enriching educational opportunities within the Anoka-Hennepin School District. AHEF has its own Board of Directors and AHEF is an organization separate from the Anoka-Hennepin School District.

As a part of our efforts to support District #11 educational programs, AHEF buys store cards/gift cards or certificates from vendors at a discount and then sells these at the regular price for the item. Purchasers use the certificates and cards like cash when in the store or restaurant or use them as gifts.

Important Things to Note:

- The money raised is calculated via computer entry because each order is different and because discounted rates vary among the vendors. The number in the parentheses right behind the vendor name tells the current percentage rate for that vendor.
- The money raised is divided in half, with half going to the school and organization you designate and the other half going to AHEF. AHEF uses the money raised for grants requested by district staff. Payments for allocations earned by groups are made to the schools/organizations four times each year and are sent along with a report telling who made the purchases and how much each purchase earned.
- At the high school level, parents/grandparents and others can name an individual student for credit as a part of an organization. **Be sure to name the school and organization on the form** (Example: And HS Band, Jane Doe). We have **five** high schools. The money raised is sent to the organization named, along with a print-out for the purchases made and funds raised. Booster organizations can use money earned to help parents pay activity or other individual fees (if the group does not have non-profit 501(c)3 status. Note: IRS rules require that groups that are 501(c)3 “must ensure that its earnings do not inure to the benefit of any private shareholder or individual”. In these cases, groups use the money for the good of the group.
- Money raised via gift card allocations at the elementary or middle school levels go to the designated school or PTO for projects they designate. Be sure to name the school, we have 30 elementary schools and 7 middle schools.
- Store/gift card sales reached over \$1,735,000 in 2008! Allocations from sales to schools and booster organizations totaled \$42,077 in 2008. Please join our growing program!

How To Order Scrip:

1. Complete the order form and attach a check or cash for the amount of your order.
2. Mail the form to the address above or bring the order to the Educational Services Center at the address above. AHEF is the first office to the right, next to the lobby. Schools may use the District mail truck.
3. We mail orders received via the US mail in a sturdy business envelope, along with a new mailing envelope and the latest version of the order form. We provide two- day turn around.
4. We have portable sales kits available for group check out and sales at meetings, conference nights, etc. Please call 763-506-1107 to schedule a kit pick-up for your group.

Office hours are 7:00a.m. to 5:00 p.m. Mondays, and Wednesdays through Fridays. Office closed Tuesdays for AHEF community connections and program expansion.

Revised 8/10/09