

# Authorization for Order Pick-up by Student

## Cathedral Scrip Program 2015-2016

All scrip orders are to be picked up in person, either during scrip store hours or in the main office during school hours when the store is closed. At the time of pick-up, all scrip must be signed out by the person receiving the order, as well as initialed and dated by office staff. Families who would prefer to designate a student or students to pick up and sign out orders to bring home must complete this form, authorizing the office to release scrip orders to the named student(s).

We recommend having students who sign-out scrip put it immediately into their take-home folder and into a backpack or into a designated pocket inside their backpack, so as to minimize the potential for misplacing or losing it. Please be sure your child knows when to pick up scrip orders and where he/she can do so (usually Thursdays after dismissal in the main office or in Scrip Store Fridays before or after school). Pick up should not interfere with class time and students are encouraged to pick it up during scrip store hours before school begins or in the office after being dismissed. Responsibility lies with each family to be sure the student understands what is expected of him/her and follows through.

Please fill out the form completely, sign and date. Please note: if your child will be asked to pick up scrip for other family members, friends, or neighbors, **the person placing the order must fill out one of these forms** for us to keep on file, naming students authorized to pick up their scrip. This form is valid for the duration of the 2015-2016 school year, unless revoked by you in writing or in person.

I, (full name) \_\_\_\_\_, hereby authorize the student(s) listed on the lines below to pick-up my scrip orders during the 2015-2016 school year. I accept full responsibility for scrip orders released to the student(s) named below. I release Cathedral School and Cathedral Scrip Program from any and all liability for losses that occur after a scrip order is released to and signed out by any of the following students:

_____	_____
_____	_____
_____	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_