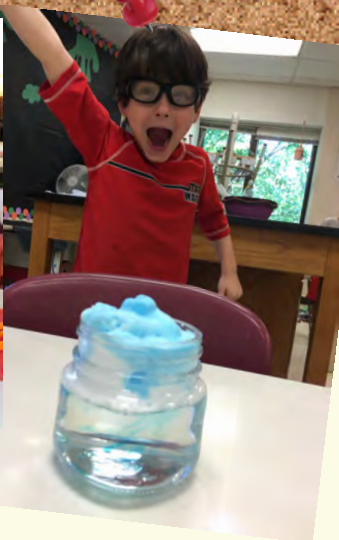




Andrews Academy Summer Camp



Summer Adventures with Friends



ANDREWS ACADEMY SUMMER CAMP

Andrews Academy Summer Camp is an activity filled, fun experience tailored to your child's interests. Our energetic staff has designed our day-camp program to enrich your child's experiences by building skills and self confidence through activities and imaginative play with new friends. We pride ourselves on creating a warm, caring, and fun-filled environment for your child.

Our camp program gives you the

flexibility to choose from one week up to ten weeks for the full camp experience. You and your child can choose from our diverse list of activity packages. Older campers are given the opportunity to select up to two packages (one for each session) to broaden their summer experience. Our activity packages are customized to children's particular interests.

No summer experience is complete without swimming, which is why all activity packages include recreational swim time in our

guarded pool weather permitting.

Camp begins each morning at 9 a.m. and runs through 3:30 p.m., Monday through Friday. Our summer camp includes extended daycare, beginning at 7:30 a.m. and ending at 5:30 p.m. Camp fees include breakfast, lunch, snacks, craft materials, most field trips, and extended daycare.

Andrews Academy offers a spacious campus with a generously shaded playground, pool, access to wooded nature trails, and indoor facilities that allow continuous camp activities during inclement weather.

Join us for some summer fun, excitement, and adventure.



TWO 5 WEEK SESSIONS

Session 1: June—mid July

Session 2: mid July—mid August
(9 a.m.—3:30 p.m.)

See registration forms for exact dates

BEFORE & AFTER DAYCARE

Extended daycare with breakfast and snacks is provided at no additional cost.

(7:30 a.m.—5:30 p.m.)

REGISTRATION

Camp registration is based on availability prior to the start of each session. We recommend registering your child early due to limited availability.



Andrews Academy Summer Camp is located in Creve Coeur, just west of Highway 270.



ACTIVITIES

Andrews Academy Summer Camp has a variety of packages designed to accommodate various talents, interests, and skills of individual campers. Every child is encouraged to participate in all aspects of their chosen package to ensure a well-rounded camp experience. Every camper has the opportunity for free swim four days a week.

Campers select one package choice per 5 week session, with the exception of Package 7, Explorers. Campers in all packages will have several field trips per session.

PACKAGES

1-SPORTS

Campers entering grades 4-6

If your child has a passion for sports, this is the package for him or her. Campers participate in a variety of sports in a non-competitive atmosphere. Whether a beginner or more advanced, this package has something for everyone.

2-SPORTS

Campers entering grades 2-3

This package introduces the basics of a variety of sports through good sportsmanship in a non-competitive atmosphere.

3-OUTDOOR RECREATION

Campers entering grades 4-6

This package is for the outdoor enthusiast in all campers. Campers participate in a wide variety of outdoor activities including hiking, orienteering, biking, and so much more.

4-OUTDOOR RECREATION

Campers entering grades 2-3

If your child has a passion for the outdoors this package introduces campers to the wonderful world of the outdoors through hiking, nature arts and crafts, biking, and much more.



5-CRAFTS & COOKING

Campers entering grades 2-6

For the creative artist in every child, this package is for you. Campers use a variety of mediums to create both individual and group projects.

6-PERFORMING ARTS

Campers entering grades 2-6

This package is for anyone who enjoys performance and entertainment. Campers participate in a variety of activities that include dance, cheer leading, theater, music, gymnastics, and weekly performances.



7-EXPLORERS

Campers entering Ages 4- Grade1

Campers must be 5 years old by the time they attend camp. This package has it all. We want to make future activity choices easier by exposing campers to a wide variety of activities. Activities include sports, games, nature study, songs, arts and crafts, and much more.

8-TECHNOLOGY

Campers entering grades 4-6

This is for anyone who enjoys the technology world. Campers will explore digital photography, movie making, web and game design, animation, and much more.



9-DISCOVERY OF SCIENCE

Campers entering grades 2-4

If your child enjoys science; then come discover, build, and explore through hands on experimentation and interaction. Campers will explore the science of nature, space, chemistry, and much more.

ANDREWS ACADEMY



Summer Camp

Information for Summer 2021

Andrews Academy ~ 888 N. Mason Rd. ~ St. Louis, MO 63141
314-878-1883

Andrews Academy 2021 Summer Camp Information and Guidelines

Guidelines subject to change based on St. Louis County Covid-19 requirements.

- Opening June 7th and ending August 13th. These dates are subject to change in accordance with St. Louis County requirements.
- Limited number of campers in small groups.
- Before care begins at 7:30 a.m. and After care ends at 5:30 p.m.
- Daily At Home Symptom Checks for all staff and campers.
- Curbside drop off and pick up of campers.
- Restricted entrance for non-essential adults.
- Hand Sanitation upon arrival.
- Social distancing will be practiced.
- All adults and campers wear masks.
- No field trips.
- Limited outings (parks and outdoor venues)
- No large group gatherings.
- Only small groups allowed at swimming pool (on campus).
- Campers bring personal, refillable water bottles daily.
- Intensified daily cleaning and sanitizing/disinfecting.
- Increased sanitation of high use areas and materials.
- Parents are not to bring sick children to camp and are to keep children home until they are symptom free. Refunds will be given for missed weeks due to illness with a confirmation doctor's note or positive COVID-19 test.
- Covid-19 symptoms include: any new cough, difficulty breathing, loss of taste/smell, fever, congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, myalgia (muscle pain, joint pain, and/or fatigue).
- Covid-19 Policies for Children & Families – Parental signature required for each family.
- If a child or staff member tests positive within a group, the Department of Public Health may require that the group of children and associated staff refrain from attending camp for the duration of two weeks as part of regular quarantine requirements. DPH may also advise that the entire camp close if necessary.
- Children with compromised immune systems or other conditions that make them more vulnerable to infections or complications from COVID-19 are discouraged from attending camp.

Andrews Academy Summer Camp 2021

Open to all children entering Jr. Kindergarten (4 years old) through entering Sixth Grade.

Dates: **Session I** - June 7 - July 9, 2021 (Choose 1 - 5 weeks)

** Andrews Academy will be closed on Monday, July 5th - Federal Holiday **

Session II - July 12 - August 13, 2021 (Choose 1 - 5 weeks)

** * No partial weeks. No refunds for non-attendance. * **

Time: Open 7:30 a.m. to 5:30 p.m. Monday through Friday.
Camp activities take place between 9:00 a.m. and 3:30 p.m.

No additional charge for Before and After Care.

A late fee will be charged for children picked up later than 5:30 p.m.

Registration:

Applications are accepted on a first-come, first-served basis. Maximum group size is 12.

A \$35.00 non-refundable registration fee is required with each application.

Fees:

	Number of Weeks per Session				
	5	4	3	2	1
<u>First Child</u>	\$ 1800.00	1440.00	1080.00	720.00	360.00
<u>Second Child (-10%)*</u>	\$ 1620.00	1296.00	972.00	648.00	324.00
<u>Third Child + (-15%)*</u>	\$ 1530.00	1224.00	918.00	612.00	306.00

** Discount only applies to the weeks that siblings are attending together.*

~ ALL CAMP FEES MUST BE PAID IN ADVANCE OF ATTENDANCE ~

WEEKLY PAYMENTS ACCEPTED THROUGH TUITION EXPRESS

(Processed on the Thursday prior to attendance.)

*** SEE ENCLOSED TUITION EXPRESS INFORMATION ***

or

Session 1 - Full Payment due, by check or cash, no later than - Friday, May 14, 2021

Session 2 - Full Payment due, by check or cash, no later than - Friday, June 25, 2021

Receipts for payment will be available by request in the office (or note request on your check).

Email requests may be sent to dwood@andrewsacademy.com.

No Refunds for no-show or missed days due to vacation.

A minimum of 7 days, advance notice, is required to drop a full week with refund.

A minimum of 1 week notice, with payment, is required to add on weeks (if space available).

To Register: Complete the Registration Form and the Pick-Up Authorization Form and then mail (or drop off) the paper work with \$35.00 per child registration fee (check payable to Andrews Academy or completed Tuition Express form) to the school office.

2021 PACKAGE CHOICES

PKG. 1 - SPORTS

Students entering 4th, 5th, or 6th grade

Ninja Obstacle Course
Basketball
Floor Hockey
Soccer
Softball/Baseball
Volleyball/Lacrosse
Tennis/Golf
Bowling/Flag Football
Recreational Swimming
Off-Campus Outings

PKG. 2 - SPORTS

Students entering 2nd or 3rd grade

Ninja Obstacle Course
Basketball
Floor Hockey
Soccer
Softball/Baseball
Volleyball/Lacrosse
Tennis/Golf
Bowling/Flag Football
Recreational Swimming
Off-Campus Outings

PKG. 3 - OUTDOOR

Students entering 4th, 5th, or 6th grade

Nature Study
Wildlife Study
Camp Crafts
Hiking/Biking
Fishing
Camping Skills
Fort Building
Teambuilding Games
Recreational Swimming
Off-Campus Outings

PKG. 4 - OUTDOOR

Students entering 2nd or 3rd grade

Nature Study
Wildlife Study
Camp Crafts
Hiking/Biking
Fishing
Camping Skills
Fort Building
Teambuilding Games
Recreational Swimming
Off-Campus Outings

PKG. 5 – CRAFTS & COOKING

Students entering 2nd through 6th grade

Mixed Media
Painting/Sculptures
Global Arts & Food
Baking & Decorating
Party-licious Snacks
Fairy Gardens
Jewelry Making
Recreational Swimming
Off-Campus Outings

PKG. 6 – PERFORMING ARTS

Students entering 2nd through 6th grade

Drama/Theater
Music
Dance
Gymnastics
Cheer Leading
Choreography
Weekly Performances
Recreational Swimming
Off-Campus Outings

PKG. 7 - EXPLORERS

Students entering Jr. K, Kindergarten, 1st Grade

S.T.E.M.
Nature Exploration
Science Experiments
Outdoor Adventures
Music and Movement
Cooking
Sports
Games
Weekly Themes
Recreational Swimming
Off-Campus Outings

PKG. 8 - TECHNOLOGY

Students entering 4th, 5th, or 6th grade

Robotics
Digital Breakout
Animation
Game Design
Digital Photography
Movie Making/Green Screen
Programming/Coding
Digital Music
WEB Design
Graphic Design
Recreational Swimming
Off-Campus Outings

PKG. 9 - SCIENCE

Students entering 2nd, 3rd, or 4th grade

S.T.E.M. Challenges
Robotics
Coasters and Carnivals
Mix it up Chemistry
Experiments
Nature Activities
CSI Science
Breakout/Escape Challenge
Slime
Edible Science
Recreational Swimming
Off-Campus Outings

INSTANT ALERT NOTIFICATION SYSTEM

Summer 2021

Dear Summer Camp Parents:

Andrews Academy uses Honeywell Instant Alert[®] for Schools to relay information quickly and effectively to families.

The Honeywell Instant Alert system is an automated notification system. Within minutes of an emergency, school officials can deliver a message to parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. **In addition to emergencies, you would be contacted via Instant Alert if Andrews Academy would need to close during the day due to no power, no water, etc.**

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. **On the reverse side of this letter** are instructions for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

Please allow a few days, after registration, for your information to be entered before attempting to access the system. Information from last summer has been retained for returning campers, but please check that your contact information is up to date.

Current information, for families who attended Andrews Academy during the school year, will be transferred for summer camp use.

Go to **<https://instantalert.honeywell.com>** and if you need assistance with your profile, click on the **Help Request** link in the lower right hand corner of the page. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you have any questions, please give us a call.

Sincerely,

Donna C. Wood

Administrative Assistant
Andrews Academy

Honeywell Instant Alert[®] for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. Note: Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
 2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
 3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
 4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.
-

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contacts for your children

1. Click on 'Other Contacts.'
 2. Click on 'Add New Contact' and complete the form.
 3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
 4. Click on 'Save' when complete.
 5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.
-

For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Honeywell Instant Alert[®] for Schools will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system. We will use the utmost care in protecting the privacy and security of your information.

CREVE COEUR ANDREWS ACADEMY SUMMER CAMP REGISTRATION FORM 2021CHILD'S NAME: _____ AGE AT START OF CAMP: _____ GENDER: ☐ M ☐ FHAS THIS CHILD PREVIOUSLY ATTENDED ANDREWS ACADEMY SUMMER CAMP OR SCHOOL? ☐ YES ☐ NO

ADDRESS: _____ PRIMARY PHONE #: (____) _____

CITY: _____ STATE: _____ ZIP: _____

BIRTHDATE: ____/____/____ (CAMPER MUST BE AT LEAST 4 YEARS OLD AT THE START OF CAMP TO BE ELIGIBLE)

SCHOOL ATTENDING IN FALL: _____ GRADE LEVEL IN FALL: _____

ALLERGIES: _____ SPECIAL DIETARY NEEDS: _____

OTHER IMPORTANT INFORMATION ABOUT THIS CHILD: _____

1. Check the boxes corresponding with the weeks your child will attend.

2. Make Package choice by Five-week period.

NOTE: Four year olds and campers entering Kindergarten or First Grade in the Fall, **MUST** enroll in Package #7**Package 7 only:** List name of friend this child would like to be placed with _____.3. Complete both sides of this Registration form and return it with \$35.00 per child (check payable to Andrews Academy or completed Tuition Express form) to the Andrews Academy School Office.4. Complete the Pick Up Authorization Form and Covid-19 Policy and return them with your child's application.

5. Using the enclosed instructions, update your contact information in our Instant Alert Notification System. Families new to Andrews Academy will need to allow a few days for their information to be entered before attempting to access the system.

6. Your cancelled check or processed Tuition Express payment will be your confirmation of enrollment. You will be notified if package is full.

SESSION 1 PACKAGE #: ____ (One Choice per 5 Week Session) **\$360.00 per week**☐ WEEK 1 ☐ WEEK 2 ☐ WEEK 3 ☐ WEEK 4 ☐ WEEK 5*

June 7 - 11 June 14 - 18 June 21 - 25 June 28 - July 2 July *6 - 9

Closed on Monday, July 5th - Federal Holiday**SESSION 2 PACKAGE #:** ____ (One Choice per 5 Week Session) **\$360.00 per week**☐ WEEK 6 ☐ WEEK 7 ☐ WEEK 8 ☐ WEEK 9 ☐ WEEK 10

July 12 - 16 July 19 - 23 July 26 - 30 August 2 - 6 August 9 - 13

Choose Payment Plan:

1. ☐ Weekly payments with Tuition Express: ☐ Completed Tuition Express Form Enclosed
or ☐ Use Tuition Express Account Information on File

2. ☐ One Payment in full, per session, by check or cash:

*Session 1 payment due by 5/14/21 and Session 2 payment due by 6/25/21**** ALL CAMP FEES MUST BE PAID IN ADVANCE OF ATTENDANCE ****** CONTINUE ON BACK ***

CREVE COEUR ANDREWS ACADEMY SUMMER CAMP REGISTRATION FORM 2021

Primary Contact: _____ Relationship: _____
 CELL #: (____) _____ WORK #: (____) _____ EMAIL: _____
If Different from Child:
 ADDRESS: _____ HOME #: (____) _____

Secondary Contact: _____ Relationship: _____
 CELL #: (____) _____ WORK #: (____) _____ EMAIL: _____
If Different from Child:
 ADDRESS: _____ HOME #: (____) _____

EMERGENCY CONTACTS OTHER THAN PRIMARY OR SECONDARY CONTACT:

1. _____	NAME	RELATIONSHIP	PHONE #s
2. _____	NAME	RELATIONSHIP	PHONE #s

CHILD'S PHYSICIAN: _____ PHONE: _____

PREFERRED HOSPITAL: _____

MEDICATION/RESTRICTIONS/SPECIAL NOTES: _____

*If this child must receive medication during camp and/or extended care, please fill out a **Medication Authorization Form**. All medication is to be kept in the office and will not be given without a completed and signed Medication Authorization Form. Medication forms are available in the school office.*

TRANSPORTATION AUTHORIZATION: I give permission to Andrews Academy Summer Camp to take my child on various field trips and excursions. I understand and acknowledge that Andrews Academy is not responsible for any unforeseen accident or injury incurred in connection with these events. As an inducement for the camp to include my child on these trips, I agree to hold the camp and its employees harmless for any claim(s) that might be made on behalf of my child due to any injuries and release the camp and its employees from any and all claims.

MEDICAL RELEASE: I do hereby grant permission to Andrews Academy Summer Camp to secure such medical aid and hospital service as the employees of Andrews Academy deem necessary for my child in the event he/she should sustain an injury or illness while attending camp. I understand that a body temperature of 100 degrees or more will require me to immediately pick up my child from camp.

PERMISSION TO PHOTOGRAPH: I acknowledge that my child might be photographed while participating in camp activities and that these photos may be used by Andrews Academy for the promotion and marketing of Andrews Academy Summer Camp. I understand that it is my responsibility to notify Andrews Academy, in writing, if I do not wish to have my child photographed.

NO REFUNDS for no-show or missed days due to vacation. A minimum of 7 days, advance notice, is required to drop a full week with refund.

PLEASE SIGN BELOW:

I HAVE READ THE REGISTRATION MATERIALS IN FULL AND AGREE TO THE ABOVE STATED AUTHORIZATIONS. I ACCEPT RESPONSIBILITY FOR THIS CHILD'S FULL TUITION AND UNDERSTAND THAT ALL CAMP FEES MUST BE PAID IN ADVANCE OF ATTENDANCE.

*** **Signature**

Date

Printed Name: _____

Andrews Academy Summer Camp 2021 Pick-Up Authorization Form

One form per family or last name

Last Name of Camper(s):

Camper's First Name: _____

Camper's First Name: _____

Camper's First Name: _____

Parent/Guardian #1 _____

Parent/Guardian #2 _____

List additional persons authorized to pick up your child from camp and/or daycare:

	<u>Name</u>	<u>Relationship to child</u>	<u>Phone #</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Parent/Guardian's Signature: _____ Date: _____

Phone Numbers to reach Parent/Guardian: _____

Notes:

PLEASE RETURN THIS COMPLETED FORM WITH YOUR REGISTRATION FORM

Covid-19 Sick Policy for Children and Families

The below stated policy will be in effect until further notice as communicated by Andrews Academy. To help prevent the spread of the COVID-19, **I agree to follow the Centers for Disease Control and Prevention (CDC) and St. Louis Public Health Department guidelines to quarantine and/or isolate my child and all immediate family members who live in the same household if anyone is showing symptoms of COVID-19.**

Isolation is used to separate people infected with the virus (those who are *sick* with COVID-19 and those with no symptoms) from people who are not infected.

Quarantine is used to keep someone who might have been *exposed* to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms.

If your child is exhibiting any COVID-19 related symptoms *even mild symptoms* such as:

- Have cough, shortness of breath, fever, loss of taste or smell or other symptoms of COVID-19 or
- Have been diagnosed with COVID-19, or
- Are waiting for test results

Then your child will need to stay home, isolate and not return to the facility until:

- No fever for 24 hours **and**
- Symptoms improved **and**
- 10 days since symptoms first appeared

If an immediate family member is exhibiting any of the above symptoms,
your child will need to stay home, quarantine and not return to the facility until 14 days after your last exposure.

I agree to report to the school **if any member(s) of my household are showing symptoms of COVID-19.**

I agree to report to the school **if any member(s) of my household have tested positive for COVID-19.** I understand that Andrews Academy has a duty and a right to disclose this information to staff and families while maintaining confidentiality of personal information.

If I do not disclose this information or do not abide by the isolation or quarantining policies, I understand that it will result in the immediate dismissal of my child(ren) at Andrews Academy.

*This is not an exhaustive list of symptoms. Please refer to the CDC and St. Louis Public Health Department websites for additional guidance.

My signature below indicates my acceptance of all policies stated above.

Parent/Guardian Name (Printed)

Child(ren)'s Name(s)

Parent/Guardian (Signature)

Date



TUITION EXPRESS

FOR ANDREWS ACADEMY SUMMER CAMP PAYMENTS

Andrews Academy offers Tuition Express, an automated payment software system, as an option for summer camp payments. Tuition Express, one of the most trusted and widely used PCI Level 1 service providers available, allows us to process payments safely, quickly and efficiently and it will *save you time*.

The following payment options are available:

- Automated ACH (checking or savings) transactions
- Automated debit card transactions (2.0% processing fee will be applied)
- Automated credit card transactions (2.0% processing fee will be applied)

We accept MasterCard, Visa, and Discover

Enrollment in Tuition Express is easy, requiring only the completion of the Parent Enrollment Form, available on the reverse side of this page. Simply return the completed form to the School Office with your Camp registration forms and we'll take care of the rest. Payments will be processed weekly, on the Thursday prior to attendance, according to your child's summer camp schedule. Tuition Express may also be used to pay the camp registration fee.

We are excited to offer Tuition Express, a system well designed to meet the needs of our busy families. If however, you choose not to participate in this payment processing system, you may continue to pay by check, money order, or cash.

Thank you for your continued confidence and trust in Andrews Academy.

Donna C. Wood

Administrative Assistant / Camp Registrar
Andrews Academy – Creve Coeur



Automated Payment Processing Safe - Convenient - Easy



We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **ACH BANK ACCOUNT** and **CREDIT/DEBIT CARD**

I (we) hereby authorize **Andrews Academy Creve Coeur** to initiate ACH charges to my (our) checking or savings account, indicated below (Section A) OR, to initiate credit/debit card charges to the below-referenced credit/debit card account (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. We accept MC, Visa and Discover.

Authorization for: (mark all that apply)

PLEASE COMPLETE ONE SECTION ONLY

SECTION A (ACH Bank Account)

- ☐ Summer Camp Registraton Fee
☐ Summer Camp Weekly Tuition
☐ One Time Use for: _____

Your Name		Phone #		
Address		City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)		Account Number (see sample below)		☐ Checking ☐ Savings
Authorized Signature		Date		

SECTION B (Credit/Debit Card)

2.0% processing fee will be applied

Cardholder Name		Phone #		
Cardholder Address		City	State	Zip
Account Number		Expiration Date	CVV#	
Cardholder Signature		Date		

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of: SAMPLE CHECK \$ _____ Dollars		
[:123456789] : 1800338 ' 00226		
Routing Number	Account Number	Check Number