HOW TO ORDER GAS CARDS

**Circumstances to distribute gas cards:**

Teachers, CFS and FES’s may give $10 gas cards to families that attend the Parent Meeting; Parent Advisory Committee Meeting; a Parent Cafe’ and/or Small Group Activity and physical and dental appointments.  Small Group Activities may include children and can be right after class time; can be off site (like at a library).

As needed: The Teacher will have a conversation with the family regarding their availability of transportation to get to the required health screenings. The Teacher or staff will help find the transportation resources needed.  The teacher is authorized to give a $10 gas card if the family needs gas help to attend a program required health screening.

Preauthorization needed for gas cards for transport to and from school: Email Alicia Temple (cc program support) with details as to child and parents’ names; round trip mileage to school and back home; and some background information as to why this family needs gas cards.

**How to order gas cards:**

**Email** **programsupport@nmcaa.net** **at least 3 business days before your desired pickup date.**

* Indicate how many cards are desired. They are normally packaged 10 per envelope, but you may request fewer or an odd number.
* Indicate the brand of gas cards wanted. Here are the types available:
* BP (Blarney Castle stations vary, and are EZ Mart Stations)
* Shell (all Shell stations)

**How to get them:**

Gas cards cannot be mailed. Cards must be signed out at Logan’s Landing, Traverse City office. If picking them up for another person or persons, a Transfer of Gas Cards form (for each person they will be transferred to) will be included with the envelope(s). This form transfers the responsibility for the cards from the person who picked them up to the person who has possession of them.

**Distributing gas cards:**

The recipient must sign and date the envelope that the card(s) came in. The number of cards distributed must be indicated. **The teacher/EHS staff must mark an event code for the activity.** Event codes are on the right-hand side of the envelope, mark the event code # in the space available.

Please counsel the card recipients to go into the station before they pump gas to be sure it is a station that currently takes the cards AND to be sure that the systems that allow card use is operating. We want to avoid situations where gas is pumped; the system is down; and they must pay out of their pocket.

**What to do with the envelope:**

When empty, return envelopes to Program Support. Site Supervisors collect envelopes at the year end. **This is a very important step in completing the gas card log.**

**Miscellaneous notes:**

If someone returns a card reporting that “It didn’t work”, please place it in an envelope and return to Program Support as soon as possible with a note indicating 1) the parent’s name; 2) your name; 3) THE NUMBER OF THE ENVELOPE THAT IT CAME FROM if known; and 4) what the user said about it.

Sometimes we find that it has been used already (maybe they used it, put it back in their pocket and forgot that they used it) or the card is defective. We investigate these reports if we have enough info.

Please remember that each card is like cash. They cannot be replaced or “stopped” if lost or stolen. Please refer to all cards, as “Gas cards”.

5/23 EHS-HS Team\Admin\Procedure Manual\Miscellaneous\gas Cards\How to Order Gas Cards