



VALLEYVIEW AND DISTRICT
**CHAMBER OF
COMMERCE**

CHAMBER BUCKS PROGRAM

PROGRAM GUIDELINES

Last Updated: January 8, 2018

The Chamber Bucks Program allows businesses and individuals to give Gift Certificates to family, friends or employees which promotes local shopping and supports the local Chamber of Commerce in projects and programs such as The Small Business Awards, Passport to Christmas, Annual Pancake Breakfast, The West Coast Amusements Spring Fair, Santa Clause Parade, Frosty Fridays, Corporate Challenge and many more programs throughout the year.

Gift Certificates indicate a specific dollar value: purchases **cannot exceed the value** of the Gift Certificate. Total value must include GST. If a purchase exceeds the value of the certificate, the customer can pay the balance personally out of their own pocket. ***If a purchase is less than the value of the certificate the Vendor must provide the appropriate change to the Customer.***

Vendors that are current members of the Valleyview & District Chamber of Commerce will pay a **0% handling fee** for each gift certificate submitted for reimbursement, non-members will pay a \$35 yearly fee to participate in the Chamber Bucks Program and then a 0% handling fee for each gift certificate submitted for reimbursements.

Please ensure that all of your staff is aware of and familiar with the program.

PROCESS FOR REIMBURSEMENT TO VENDORS FOR GIFT CERTIFICATE:

You **must return** the following for reimbursement, no exceptions will be made:

- The original Gift Certificate (we cannot and will not reimburse you from a photocopy)
- Each and every gift certificate must be signed by the Customer
- Each and every gift certificate must be signed or stamped by the Vendor, including Company Name
- Each and every gift certificate must be dated with the date the purchase was made
- Invoice the Valleyview and District Chamber of Commerce (ensure your company name is indicated on the invoice, if it is not - this may delay your payment)
- Billing is to be made directly to the Valleyview and District Chamber of Commerce at: Box 1020, Valleyview, AB, T0H 3N0

HELPFUL HINTS

- ❖ Gift Certificates have **CASH VALUE** and we urge you to send them via registered mail or hand-deliver them as *we do not accept liability for lost certificates.*
- ❖ We **cannot** reimburse you from photocopies or with just an invoice alone – we must have the ORIGINAL CERTIFICATES.
- ❖ Please provide a copy of this letter to all your staff to ensure that they are familiar with the program guidelines and the reimbursement procedures.
- ❖ In order for us to keep track of the gift certificates we require the gift certificate number (located on the top right of the certificate) – it is advisable to keep a photocopy of the certificates for your records before returning the originals to the Chamber of Commerce.

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