



CHRISTIAN CHAPEL ACADEMY

3300 S. Providence Road

Columbia, MO 65203

573-874-2325 PH 573-443-5037 FAX

www.cca-columbia.com

info@cca-columbia.com

“Refer a Friend”

Dear Parents,

As you know, **The 25 Campaign** is all about letting the people of Mid-Missouri know about Christian Chapel Academy. We are using radio and print media to get the word out about our school. We also want to utilize our greatest resource for sharing CCA with others: **YOU!** That’s right—the most effective advertising happens when one satisfied parent tells another what they’ve found at CCA.

We have created “Refer a Friend” to reward you for reaching out to those in your circle of acquaintances. All you have to do is let other parents know about Christian Chapel Academy. They could be your friends, extended family members, neighbors, coworkers, church or club members. We will give you \$200 for each student who enrolls at CCA because of your influence!

“Refer a Friend” is simple. Just follow these steps:

- After you’ve talked with someone, and you think they may be interested in CCA, fill out a “Refer a Friend” form and turn it into the office.
- When the new family interviews with the principal, they will be asked who influenced them to consider CCA. When they give your name, you’ll be rewarded!
- There is no limit to the number of students you can bring to CCA!

There are a few guidelines to make “Refer a Friend” work:

- This reward is for bringing new families to CCA, not siblings or former students.
- If a new family indicates more than one person influenced their decision to enroll at CCA, the reward will be split among those named.
- The new family must follow all admission procedures and guidelines.
- Each new student must be accepted through interview and testing.
- Tuition and all applicable fees must be paid on time.
- The deadline for enrolling new students is August 17, 2011.

How do you receive your “Refer a Friend” Reward? Again, it is simple:

- You qualify when the new family has successfully maintained enrollment and paid tuition and fees on time through October, 2011.
- In November, we will write you a check for \$200 for each new student you have influenced to successfully enroll at CCA—just in time for Christmas shopping!
- Under IRS regulations, you may be liable for income tax on your “Refer a Friend” Rewards. If so, Christian Chapel will file a Form 1099 with the IRS.
- “Refer a Friend” Rewards are granted at the sole discretion of the Christian Chapel Academy Administration.

I hope that many of you will invite new families to enroll their children at CCA. If you have questions, please contact me at the school office.

Sincerely in Christ,

Art Morgan, Principal



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“Refer a Friend”

I would like to introduce _____
[Prospective Parents]

and their children _____

Current Parent _____ Date _____
[Signature]

I acknowledge that the person named above influenced my decision to enroll at Christian Chapel Academy.

New Parent _____ Date _____
[Signature]