

## Directions for ordering your student's school supplies through AmazonSmile

1. Find your student's supply list on CA's website:  
<http://www.cacougars.com/academics/classsupplylists.cfm>.
2. Please locate the grade level (or teachers, if known) that your child will be in this coming fall (Fall 2022). Please select and review the PDF version of the supply list first. If you choose to order your student's supplies online via AmazonSmile, this will help you to know how many items that you'll need to order.
3. After reviewing the supply list, click on the AmazonSmile Link. You will be asked to sign into AmazonSmile using your regular Amazon username and password.
4. You will find most of the supplies that are listed on the PDF list. Please make selections, choose the correct quantities, and add items to your cart. You may also click on the product to make different design or color selections if necessary.
5. When you are ready to checkout, click on your cart in the upper right hand corner. Review the items in your cart to ensure correct items and quantities.
6. IMPORTANT: Click the checkbox **'This order contains a gift'**. Then click **'Proceed to checkout'**.

There are **four steps** once you are in the checkout menu.

1. First, you will be asked to choose a shipping address. Choose the option: **'Columbia Academy's Gift Registry Address'** and use this address to ship your items all directly to the school.
2. Next, you will be asked to choose gift options. Please type: **YOUR STUDENT'S FULL NAME, the GRADE LEVEL your student will be in Fall 2022, and the TEACHER'S NAME (if known)**. This will help us to distribute supplies once they arrive at the school. Click **'save gift options and continue'**
3. Then you will be asked to choose checkout payment methods. You will need to input your credit or debit card information. Once you have chosen a payment method, Click **'use this payment method'**
4. Lastly, you will be asked to review items and shipping methods. When you have finished this review, Click **'Place your order'**

**REMEMBER:** Every time you make an eligible purchase through AmazonSmile, Amazon will donate .5% of your purchase to Columbia Academy! **Only purchases generated through AmazonSmile (not through the regular Amazon site) generate a donation for Columbia Academy.**

**THANK YOU FOR SUPPORTING COLUMBIA ACADEMY**