

# Annual RaiseRight Policies and Procedures

RaiseRight is an exciting opportunity for Trinity families to earn money for our school by purchasing online or physical gift cards to buy products you already use. Enrollment is available to all preschool and K-8 families, as well as donors who would like to help Trinity Christian School.

**Your part:** Current K-8 families are required to raise a minimum of \$200 in **REBATE funds** to Trinity. This means you must order RaiseRight until your **REBATES** reach a total of \$200. This program is an excellent way to meet that commitment without spending any additional out-of-pocket funds.

**Opting out:** You may opt out of this program by simply writing a check payable to the school for \$200. If you choose to opt out, you may drop a check in the drop box in the main foyer at TCS, or mail it to the school to the attention of Business Services. Please indicate "RaiseRight" in the memo line.

**Remember:** Your first order will not be processed until you have returned a signed Policies and Procedures form, which you may download from the RaiseRight link on the right side of the page at <https://www.trinitychristian.info/community/>. The RaiseRight earning period each school year runs from the Monday after the first Sunday in May through the first Sunday in May **at the conclusion of the current school year (approximately one year to complete earnings, annually)**. Parents will be notified of the start and end dates by Trinity Christian School. Any unfulfilled RaiseRight fundraising commitments will be billed at that time and be considered an unsettled indebtedness to the school.

**To get started:** Visit <https://www.raiseright.com> and create your account.

If you have any questions, please contact Mrs. Kara Hauert, the RaiseRight Coordinator, at [khauert@trinitychristian.info](mailto:khauert@trinitychristian.info).

1. **PARTICIPATION INFORMATION.** This program runs from the Monday after the first Sunday in May through the first Sunday in May at the conclusion of the current school year (approximately one year to complete earnings, annually). Individual families and donor families may participate in the RaiseRight program at Trinity Christian School under the following terms and conditions:
2. **COMMITMENT FULFILLMENT.** Each K-8 family has a \$200 fundraising commitment to Trinity Christian School using this program. This means **\$200 in RaiseRight REBATES, not a \$200 order.**
  - A. Deadline. This program ends the first Sunday in May of each school year. Any fundraising commitments not fulfilled at this time will be considered an unsettled indebtedness and be billed directly to families by the school and due prior to the release of records. Example: If you raise \$175 in RAISERIGHT rebates using this program, you will be billed for the remaining \$25 beginning in early May.
  - B. Opt Out. You may opt out of this program by simply writing a \$200 check to Trinity Christian School for a given school year. This will fulfill your annual \$200 RAISERIGHT fundraising requirement.
3. **REGISTRATION.** You may register for this program online **via** the Trinity Christian School website. You will be directed to <https://www.raiseright.com> to register for BOTH a RaiseRight account and a **Presto Pay account**. You will be unable to pick up RAISERIGHT cards until the disclaimer is signed and on file in the school office.

#### 4. ORDERING INFORMATION.

A. Ordering. All orders must be placed online at <https://www.raiseright.com>. You may pay for RAISERIGHT with the Presto Pay account you set up, or by credit card, which incurs an additional charge. No other method of ordering is accepted.

B. Deadlines. No late orders are accepted. Your order must be placed online **by 9 a.m.** each Monday or it will be held until the following week.

C. Pickup. Pickup in the office is Thursdays, 2-3 p.m., or you may sign a one-time optional disclaimer to have orders sent home with your child weekly. There is no early release of RaiseRight orders.

D. Gift Card Denominations. RaiseRight reserves the right to fill your order with denominations other than that ordered. For example, a Lands' End \$100 gift card may be substituted with four \$25 gift cards.

E. Back Orders. Occasionally gift cards are back ordered. In this case, no refunds are given. Gift cards should be available within one week. Plan ahead to prevent problems due to a back order delay.

F. Rejection. RaiseRight reserves the right to reject without notification any orders that are submitted incorrectly. This includes, but is not limited to, paper orders, late orders, incorrect payment method, duplicate orders, gift cards ordered in wrong increments, etc.

G. Errors. In the unlikely event you should find a discrepancy in your order, please contact the RaiseRight Coordinator **immediately**, during school hours.

#### 5. PAYMENT.

A. RaiseRight accepts no cash or checks. Any cash/checks received will be returned.

B. Payments must be made online directly to RaiseRight Program using Presto Pay, an ACH method, at 29 cents per order. Credit card payment is also accepted for an additional charge.

C. Earnings are tax deductible according to IRS regulations. Consult your tax advisor.

6. **N.S.F. ORDERS**. Each family is responsible for all orders placed under their account number. An ACH returned N.S.F. will not be re-deposited by RaiseRight; instead RaiseRight charges TCS the amount of the N.S.F. check plus a \$35 fee. Because we must recoup these costs, future orders will not be processed until the N.S.F. check is covered and the \$35 fee is paid to Trinity. After two N.S.F. ACH transactions your privileges with the program will be suspended.

7. **DISCLAIMER**. The disclaimer information on the registration form is needed **ONLY** if your child is bringing your gift cards home. No gift cards will be sent home with any child without a signed disclaimer. Only the designated child may receive the gift cards; it does not include siblings. Gift cards are delivered to the student's classroom. You may sign only one disclaimer per school year – you cannot change back and forth throughout the year. Pickup by a.m. kindergarten students is available; however, Thursday morning delivery is not guaranteed. If orders are not ready by morning dismissal, orders may be picked up Thursday afternoons, 2-3 p.m., or will be sent home on Friday. Preschoolers may not bring orders home. Preschool parents must pick up orders in the school office.

8. **GIFT CARD INFORMATION**. Gift cards are the same as cash. You may buy anything in the store you would normally buy with a check, cash, or credit card. You may also use store manufacturer coupons.

A. Expiration Dates/Cash Back. Gift cards may have an expiration date varying from two months to two years. Some stores limit the amount of change that can be returned from a gift card. Please check with the individual stores.

B. Charge Payments. Please refer to the RaiseRight Retailer Explanation/Policies for individual store information. Some charge accounts can be paid with gift cards. It is recommended that you pay the account in person at a local store since the gift cards are considered cash and should not be mailed.

C. Refunds/Exchanges. Gift cards cannot be returned to RaiseRight for exchange or refund for any reason.

D. Lost Gift Cards. Neither Trinity Christian School nor RaiseRight can accept responsibility for lost or misplaced gift cards. These gift cards are the same as cash. Once your RaiseRight order is distributed, the contents are your responsibility.

E. Availability and Percentage Back. The gift cards offered and credit percentages provided are subject to change without notification.

9. **DISBURSEMENT POLICY.** RaiseRight is offered to promote the education of students at Trinity Christian School; thus, the money earned for your family account number is only paid to Trinity Christian School.

PICK-UP INFORMATION: I (or my child if disclaimer is signed) will pick up gift cards in the Trinity Christian School main office.

## RAISERIGHT SCHEDULE

### Regular RAISERIGHT Schedule

**Starting when regular office hours resume in August** - RaiseRight orders are due **every** Monday by 9 a.m., with gift cards available the same Thursday of that week. **Friday availability** for the following dates, due to holidays:

The week of Labor Day in September

The week of Columbus Day in October

**No RaiseRight** during the week of Thanksgiving Break

**No RaiseRight** during the two weeks of Christmas Break

The week we return to school, after Christmas Break, in January

The week of Dr. Martin Luther King Jr. Day in January

The week of Presidents Day in February

**No RaiseRight** during the week of Spring Break

The week of Easter Break in March or April, depending on when Easter falls

First Sunday in May – RaiseRight earning period for the current school year ends

The Monday after the first Sunday in May – RaiseRight earning period for the upcoming school year begins

RaiseRight summer schedule resumes in June.

### Summer RAISERIGHT Schedule

Orders due Mondays by 9 a.m. Pick up Thursdays, 8 a.m.-noon. No RaiseRight during the 4th of July week.

# RAISERIGHT RELEASE FORM

DISCLAIMER: Complete and return this section if your child will be permitted to bring your gift cards home. GIFT CARDS WILL NOT BE SENT HOME WITH YOUR CHILD IF THE DISCLAIMER IS NOT SIGNED. Authorize **one** name only.

I authorize the release of my RaiseRight gift cards to my child. I will not hold Trinity Christian School or RaiseRight responsible for any lost or misplaced gift cards.

Student's First and

Last Name: \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE GENERAL POLICIES OF RaiseRight.\*\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_