

SCRIP Policies and Procedures 2019-2020

Scrip is an exciting opportunity for Trinity families to earn money for our school by purchasing 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 Scrip 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 "Scrip" 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 Scrip menu at <http://www.trinitychristian.info/Scrip-policies-and-procedures>. The Scrip earning period for the 2019-2020 school year runs from May 6, 2019 to **May 3, 2020**. Any unfulfilled Scrip fundraising commitments will be billed at that time and be considered an unsettled indebtedness to the school.

To get started: Visit ShopWithScrip.com and create your account, or you may also click on the icon on the front page of the school website at www.trinitychristian.info.

If you have any questions, please contact Mrs. Kara Hauert, the Scrip Coordinator, at khauert@trinitychristian.info.

1. **PARTICIPATION INFORMATION.** This program runs May 6, 2019 to May 3, 2020. Individual families and donor families may participate in the Scrip 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 Scrip REBATES, not a \$200 order.**
 - A. Deadline. This program ends May 3, 2020. 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 SCRIP rebates using this program, you will be billed for the remaining \$25 beginning May 3, 2020.
 - B. Opt Out. You may opt out of this program by simply writing a \$200 check to Trinity Christian School. This will fulfill your \$200 SCRIP fundraising requirement.
3. **REGISTRATION.** You may register for this program online **via** the Trinity Christian School website. You will be directed to the ShopWithScrip.com website to register for BOTH a Shop ith Scrip account and a **Presto Pay account**. You will be unable to pick up SCRIP 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 www.shopwithScrip.com. The only way to pay for SCRIP is with the Presto Pay account you set up. 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 Scrip orders.
- D. Certificate Denominations. Scrip 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 certificates are back ordered. In this case, no refunds are given. Certificates should be available within one week. Plan ahead to prevent problems due to a back order delay.
- F. Rejection. Scrip 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, certificates ordered in wrong increments, etc.
- G. Errors. In the unlikely event you should find a discrepancy in your order, please contact the Scrip Coordinator **immediately**, during school hours.

5. **PAYMENT.**

- A. Scrip accepts no cash or checks. Any cash/checks received will be returned.
- B. Payments must be made online directly to Great Lakes Scrip Program using Presto Pay, an ACH method, at 15 cents per order.
- 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 Scrip; instead Scrip 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 certificates home. No certificates will be sent home with any child without a signed disclaimer. Only the designated child may receive the certificates; it does not include siblings. Certificates are delivered to the student's classroom. You may sign only one disclaimer per school year – you cannot change back and forth. 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. **CERTIFICATE INFORMATION.** Certificates 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. Certificates 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 certificate. Please check with the individual stores.

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

C. Refunds/Exchanges. Certificates cannot be returned to Scrip for exchange or refund for any reason.

D. Lost Certificates. Neither Trinity Christian School nor Scrip can accept responsibility for lost or misplaced certificates. These certificates are the same as cash. Once your Scrip order is distributed, the contents are your responsibility.

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

9. **DISBURSEMENT POLICY.** Scrip 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 certificates in the Trinity Christian School main office.

SCRIP SCHEDULE 2019-2020

Regular SCRIP Schedule 2019-2020

Starting Aug. 5 - Scrip orders are due **every** Monday by 9 a.m., **except** the following dates:

Sept. 2 – **Tuesday** orders due by 9 a.m., Sept. 3, because of Labor Day

Oct. 7 – **No Scrip** orders because of Columbus Day and ACSI Teacher Forum

Oct. 14 – **Tuesday** orders due by 9 a.m., Oct. 15, because of Columbus Day

Nov. 25 – **No Scrip** because of Thanksgiving Break

Dec. 23 – **No Scrip** because of Christmas Break

Dec. 30 – **No Scrip** because of Christmas Break

Jan. 6 - **Tuesday** orders due by 9 a.m., Jan. 7, because of Christmas Break

Jan. 20 – **Tuesday** orders due by 9 a.m., Jan. 21, because of Dr. Martin Luther King Jr. Day

Feb. 17 – **Tuesday** orders due by 9 a.m., Feb. 18, because of Presidents Day

March 23 – **No Scrip** because of Spring Break

April 13 - **Tuesday** orders due by 9 a.m., April 14, because of Easter Break

May 3 – Scrip earning period 2019-2020 ends

May 5 – Scrip earning period 2020-2021 begins

Scrip summer schedule resumes in June.

Summer SCRIP Schedule 2020

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

SCRIP RELEASE FORM 2019-2020

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

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

Student's First and

Last Name: _____ Teacher _____

Parent's

Signature: _____ Date: _____

****I HAVE READ, UNDERSTAND, AND WILL ABIDE TO THE GENERAL POLICIES OF Scrip.****

Signature: _____ Date: _____