

Welcome

To

S.C.R.I.P.

(School Credit Reduction Incentive Program)

What is S.C.R.I.P.?

This is a Scrip program developed by Great Lakes Scrip Center. Scrip is a term that means, “substitute money”. When members purchase scrips, they are purchasing negotiable gift certificates/cards that are used just like cash. National and local retailers use the scrips where our families already shop. (Retailers have their own individual scrip certificates.) These merchants want to support non-profit organizations, and in return ask you to support them by shopping with scrip at their stores. Our families can use scrips to purchase everyday expenses such as food, clothing, gas and other essentials. With every purchase you can earn revenue for your fundraising commitment.

How will this program work?

It's simple -- scrip participating retailers agree to sell gift certificates/cards to our organization at a discount. Member families like yours buy the certificates/cards for full face value, you redeem them for full face value, and the difference will be credited to your child's fundraising commitment or in other words, the revenue received from your purchase will be returned to Westminster Academy and will be credited to your child's account. Each retailer determines the amount of revenue rebate, which varies from 2% to 25%, (see order form.)

When will funds be distributed?

The accounts will be credited as often as possible and prior to January 1st and prior to March 15th when your child's fundraising commitment is due. A family account statement will be mailed to each participating member.

Who may participate in this program?

Everyone is encouraged to fill out an enrollment form and begin accumulating funds toward a child's account. This account may be directed to your family, a family you wish to sponsor, or to the general school fund. You may also enlist support from other family members, friends, church members, neighbors and co-workers. They will enroll and specify your student as recipient of their revenue.

### How can I order scrip certificates?

Order forms will be available in the school office. Orders will be taken Monday through Friday. However, all orders will be placed every Monday by 8:30 am and available for pick-up on Friday following assembly and again between 2:30 and 3.00 pm. Or sent home by backpack express providing you check the box at the bottom of the enrollment form. Remember scrip certificates are the same as cash, lost or stolen scrips cannot be replaced.

This is an exciting, innovative program designed to assist families in the payment of their fundraising commitment. The program requires planning in order to take advantage of the potential revenue return to your student's account.

### **How to begin the S.C.R.I.P. Program**

- **We need one enrollment form per family. Once you fill out this form and give it to the office, you do not need to fill out another form.** If you wish to change any information on your account, please notify Suzanne Hennig or Merri-Jo Dix.
- There will be a \$1.00 shipping charge added to all orders. This pays for the shipping that we use to operate the program.
- When ordering: Please complete the top portion of your order form. Required fields are: Name, Phone number (where you can be reached on Monday morning) Check number and amount or Cash and amount and Date.
- Use the latest SCRIP Order Form (see lower corner for revised date). Many vendors make changes in % return and denominations. A new blank order form is included with every filled order.
- We encourage everyone to send his or her order via backpack or put it in the SCRIP box located in the office. All orders should be placed in a separate envelope marked "Scrip Order". These are the most effective ways of ensuring that your order is received on time. Please note that early orders are fine (i.e. place an order on Friday when you pick up your order, etc.) but remember the order will not be processed until Monday at 8:30 am. We must adhere to that time to guarantee disbursement by Friday.
- Attached you will find a Master List of Vendors. Please keep this list for your reference. If a vendor does not appear on our form, simply write them in on a blank line on your order form.
- Every week updates will be put in the menu, as well as any changes regarding vendors. Please make a note to change your Master List of Vendors. The order forms will be updated for you.