

SCHS Scrip Program Index

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Please keep this booklet and all Scrip newsletters for future reference regarding changes.

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SCRIP/T.R.I.P. FOR SCHS

What is Scrip?

The Scrip program began at SCHS on November 3, 1994. Scrip is another name for T.R.I.P. (Tuition Reduction Incentive Program), which is the program the South Suburban schools are using.

Scrip is a proven and successful method of raising money for non-profit organizations without costing members or supporters one penny more than they currently spend once the registration fee is paid. Funds are produced from money that is currently spent in gas stations, restaurants, grocery, department, drug and retail stores. It is already part of every family's budget and represents the necessities of life that will always exist.

Through this program, every time a member/supporter shops at one of the participating merchants, that customer is guaranteed to pay exactly the same for all products purchased. However, one to twenty-nine percent of the purchase price is rebated back to SCHS from the merchants when we purchase the certificates. The difference between what we purchase the certificates for and the face value is what is applied to your tuition account.

In order for this program to be successful, families must change their buying habits. Instead of going to the store and writing out a check for the purchase, some planning ahead is needed. Buy the gift certificates and use them to pay for your purchase. If you have a credit card from Kohl's or JC Penney's, you may charge purchases and pay your bill with certificates. These two stores require that you pay your account in person when paying with certificates. Remember when you mail the certificates, that it is just like mailing cash. You may not use certificates when paying major credit cards and other non-store charge cards.

If you are unsure about this program, try buying a small amount the first time, then increase the amount of certificates each time you buy. You will get used to using certificates to pay for purchases. Some families purchase almost everything with Scrip certificates; they benefit and the school benefits and it doesn't cost them anything more than their normal purchase price.

The certificates will be used as cash at the participating stores. Some certificates may have expiration dates, but most don't. The rule we ask you to follow is: *do not expect change* from the certificates. Although most merchants will give you change back, please be considerate of this guideline when making a purchase. Please do not give the clerks a bad time over this. The clerk does not set the policy and your actions reflect back on us as Christians and on our Christian school!

How does S.C.H.S. run their program?

Scrip was started several years ago in California by a Catholic priest to benefit the education of children in non-profit, private schools. It is supposed to take the place of fundraisers. Money spent to support fundraisers is usually "extra" money - money over and above what you are paying for tuition, groceries, clothing, etc. Most fundraisers are done to raise money for things such as the library, music, and sports activities, computers, building funds, etc.

The Scrip Committee will keep the first 1% of rebates offered by merchants that give 5% or more to cover our administrative expenses. As the program grows, our checking account will also grow. If we have a balance in our account exceeding expenses, we may at that time make a donation to our tuition assistance fund.

The software program that SCHS has purchased will allow you to divide your rebate into five accounts. You may at any time decide to split your rebate into five or less accounts. One of those may be the tuition assistance account. To make changes to this you will need to contact the school office or the Scrip Coordinator.

Grandparents, friends and supporters of SCHS will divide their rebate in the same manner. Please specify on your registration for the tuition accounts you wish to contribute to and the percentage to go to each account. You may change this at any time.

There will be a one time only \$5.00 registration fee for *each* tuition account having rebates applied to it to cover the cost of the software program, envelopes, postage and paper. Grandparents and friends do not have to pay a registration fee if it has already been paid on the account they wish to contribute to. The registration form and fee may be mailed in or hand delivered to the office. It must be received before or with your first order.

In the booklet you are reading are the policies under which the program will operate. It is important that each participant understands them. *Please read them carefully.*

All Scrip orders are due in the SCHS office **by 9 AM Monday mornings**. Certificates will be available for pick up in the school office after 7:00 AM Thursday mornings. We recommend that orders picked up by students be picked up *after* school – remember Scrip Certificates are the same as cash. Orders may be picked up from the office at any time during office hours. We will post rebates to the tuition accounts on approximately November 15 and May 15.

Participating Merchants

See the order form for a list of participating merchants and the discount available with the certificate or card they issue. The list does change regularly as new merchants are added or others leave the program.

VIP TRIP

VIP TRIP is a generic certificate purchased from the Grand Rapids Christian School Association. You purchase one certificate and may use it at many merchants in the area. A list of the merchants currently accepting VIP TRIP certificates is available from the school office or on the GRCSA website.

South Christian High School and the Scrip Committee does *not* in any way endorse or promote the participating merchants.

Cash / Prepaid Cards

Most merchants have cards that you prepay and then use them until the prepaid money is gone. You do not have to use all of the prepaid money in one purchase.

Specific Information about participating merchants

Brummel's certificates may not be used on sale merchandise.

Dr. Curtis: You must pay at the time you have service performed and ask them to send a rebate to SCHS. The discount is good on glasses and contact paid for with cash or check - no credit card purchases.

Caledonia Family Dentistry: Arrangements should be made at the time of your initial visit. A rebate check will be sent to South Christian.

Dr. DeVries: Arrangements should be made at the time of your initial visit. If treatment has already started, ask at their office. A rebate check will be sent to South Christian.

Grand Oldsmobile gives a \$100 rebate on the sale of new or used cars. At the time of purchase, tell them to send your rebate to SCHS and your account number

Paying on Charge Accounts

There are currently only two stores that allow you to use the certificates to pay your charge account. They are **JC Penney and Kohls**.

General Information

Some certificates may be personalized once you receive them. You may want to do this as a safeguard against someone else using them. If you send them through the mail to pay your charge account, you may want to write on the back "For deposit only on account #_____." Write the certificate numbers on the portion of your bill that you keep and on the portion you give to the store whether you mail them or pay in person. If a store allows you to pay your charge account with certificates, it is best that you pay them in person - not through the mail.

Volunteering

The Scrip program is a completely parent-run, volunteer program. It is expected that through the sale of Scrip certificates, credit benefiting SCHS tuition accounts could be significant. Please consider volunteering your time for an hour or two every week, every other week or once a month to help make this program successful. You do not have to be a parent with a child in SCHS to volunteer. We need help entering orders, calling orders in, and picking up certificates.

South Christian High School General Policies

1. Certificates will be ordered once a week during the school year. The only exceptions are if we have planned not to have school on a Monday (order day) or Thursday or Friday (pickup days). The summer schedule will be made available in May of each year.
2. Family and friends may also participate in this program. They may choose to direct their rebates to more than one family with children attending SCHS.
3. All certificate orders must be accompanied by a check made payable to SCHS – Scrip or cash. The Scrip Committee and SCHS are not responsible for lost or stolen cash. Anyone writing a non-sufficient funds (NSF) check, will incur a fee of \$10.00 to be paid to SCHS- Scrip and be responsible for charges on SCHS's account if they occur. After two NSF checks are tendered on your Scrip account, your Scrip ordering privileges may be suspended or you will be required to pay by cash or cashier check for the remainder of the school year. Please be aware: *All checks are deposited the day the order is due!*
4. The money paid to the Scrip program is non-tax deductible because the participants receive dollar for dollar value.
5. The rebates earned for each participating family's account will be held by the Scrip Committee and applied to their SCHS tuition account on approximately November 15 and May 15 each year. A statement of rebates will be enclosed with your order at that time. If you do not have an order that week, you may pick up your statement in the school office. Any discrepancies must be brought to the attention of the Scrip Committee within 30 days of the statement date. The label on your weekly orders will show your credits earned each week and year to date since the previous posting.
6. Scrip is being offered to promote the education of students in private/parochial, tuition-paid schools, therefore, rebates earned can be transferred to another private/parochial school (excluding college) but will be subject to the Scrip Committee's discretion. If your tuition is paid in full, your rebate will go towards the Tuition Assistance Fund. Money will not be transferred to another school if your account with SCHS has an outstanding balance.
7. All order forms and payments are due in the school office **on Monday by 9AM**. **NO LATE ORDERS WILL BE ACCEPTED** but will be held for the next week. You may mail your order form and payment to the school or you or your child may drop it off to the school office. Remember that when you mail it, it should arrive in the office on Friday because the school does not receive mail on Saturdays and Monday's mail arrives in the office around noon - which is too late for that week's order!
8. Order pick-up: During the school year orders are available for pickup in the school office

after 7:30 AM Thursday. The following methods may be used for pickup:

- A. Child - a Disclaimer of Responsibility form *must* be signed before certificates will be released to your child. These forms will be kept on file.
 - B. Mail - a Disclaimer of Responsibility form *must* be signed before the certificates will be sent to your home. You must provide a self-addressed, stamped, business size envelope. On large orders, two stamps may be necessary.
 - C. Adult - Adult may pick up your order provided they are listed on the disclaimer form or you have informed us ahead of time.
9. The gift certificates are the same as cash. Neither South Christian High School nor the Scrip Committee will be responsible for lost or misplaced certificates once they are signed for or certificates that are left in the school office after 4PM Thursday. Every order will be signed for.
10. To participate in the Scrip program a one time \$5.00 registration fee per account will be assessed for operating costs (computer program maintenance, postage and office supplies).
11. The Scrip committee reserves the right to make any changes without notice to you. Some time merchants or companies do not give us notice before making changes and we must pass these on. We will give you as much notice as possible whenever we are notified of changes.

Return Policy

SCHS is not allowed to return certificates to the original source for free, therefore, we must pass this cost on to you. If you have ordered the incorrect certificates and do not want them, you must pay a 10% (of face value) restocking fee as well as postage to mail them back to the Great Lakes Scrip Center .

Easy How-To Instructions

You must complete the registration form in order to participate in the program. The Disclaimer of Responsibility is required *only* if your certificates will be picked up by your child, another adult or mailed.

1. Use the pre-printed order form provided.
2. Fill in your name, daytime phone number*, date and account number. Your account number will appear on your labels, *please use it!*
3. Indicate the quantity of each denomination and dollar total of each certificate you are ordering from each merchant.
4. Add up your order for all the merchants and write the total on the "Total" line. *Please recheck all your addition at this point!*
5. Enclose a check made payable to SCHS-Scrip or exact cash.
6. Send the form and check to the school office with your child, in the mail or drop it off yourself **no later than 9 AM on Monday**.
7. Completed orders are available for pick up the following Thursday in the school office.

*A daytime phone number is important! If there is a mistake in your order, we would like to correct it *before* we call in the orders on Monday morning. Orders can not be changed once they are called in. If we cannot correct your order and cannot reach you, your order may be held until the following Monday after you have been contacted.