

# SCRIP HANDBOOK

## WHAT IS SCRIP?

Scrip is a fundraising program in which gift cards and certificates are purchased by St. Mary's from retailers at a discounted rate. St. Mary's then sells the Scrip at face value. The difference is the profit to the school. For example, St. Mary's purchases a \$100 Wal-Mart gift card for \$98 and then sells the card for \$100. The profit to the school is \$2.

Scrip is purchased mostly through Great Lakes Scrip Center. The percent of discount varies from 1.5% to 17%. We also purchase Scrip directly from some local retailers and restaurants who have chosen to participate in our Scrip program.

Scrip is one of our main fundraisers and is ongoing throughout the year. The main reason it is successful is that families can raise money for the school without having to sell products or ask for donations and are only spending money they would already be spending on gas, groceries or other items.

The local and most popular Scrip is kept on hand for immediate purchase and hundreds of others can be ordered. Retailer lists can be found at the offices and on the school website at [www.st-marysschool.com](http://www.st-marysschool.com). To see a complete list of Scrip available from Great Lakes Scrip, go to [www.glscrip.com](http://www.glscrip.com).

## SCRIP ASSESSMENT FEE

For the 2011-2012 school year St. Mary's will be implementing a Scrip Assessment Fee. This fee will be \$150.00 per family. Families agree to purchase Scrip equal to \$150.00 in profit during a 12 month period beginning May 1, 2011 through April 30, 2012. In order to track these purchases, a tracking form will be completed for every Scrip purchase made. Orders will be tracked using a computer program and periodically reports will be sent to families. A duplicate copy of the form will be given to families. It is recommended that families keep this copy so they can also track their purchases themselves if they choose to and in case there are any discrepancies.

An example of \$150 in profit would be:

\$100 WalMart or FamilyFresh card x 2% = \$2

\$20 gas card x 5% = \$1

If a family spends \$100 on groceries and \$20 on gas each week, the profit would be \$3 per week. The total for the year would be:

$\$3 \times 52 \text{ weeks} = \$156$

As you can see, the \$150 in profit is easily attainable.

Scrip can also be used to purchase:

Clothing	Meals at restaurants	Haircuts
Oil changes	Vehicle repair	Books
Home décor	Electronics	Photos
Office supplies	Building supplies	Hotels
Airfare	Big and small appliances	Sporting goods
Theatre tickets	Online purchases	Jewelry
Computers	Prescriptions	Car rental

...and can be given as gifts. With the use of Visa Scrip nearly anything can be purchased using Scrip. Some Scrip can even be used to make payments on other credit accounts such as Kohls Scrip. With all of these options, a fee of \$150 can be easily reached.

### **What if our family raises more than \$150 in profit?**

Any profit made by a family beyond the \$150 fee will be applied to the school's Fundraising goal. It is our hope that families will continue to purchase Scrip after they reach their \$150 fee. The more profit raised through Scrip, the more benefit to the school and our students.

### **WHEN AND WHERE CAN SCRIP BE PURCHASED?**

#### **IN THE OFFICES:**

Scrip can be purchased at both the school and church offices any time they are open. Office hours are:

##### **Church**

Mon- Thurs. 8:00am- 4:00pm

Friday 8:00am-12:00pm

##### **School**

Mon.-Fri. 7:15am – 3:30pm on regular school days during the school year.

\*Summer hours to be announced.

#### **AFTER MASSES:**

Scrip is also sold after each Mass at both Immaculate Conception and St. Pat's.

Another option is to fill out the order form in the family folder and return it to the school office with payment. Be sure to choose whether you would like to pick up your Scrip or have it sent home with your child. Remember, Scrip is like cash and cannot be replaced if lost or stolen.

Please note: There is a limit to how much Scrip can be kept on hand. If you are in need of a large amount of a particular retailer, please place an order. For retailers not kept on hand, orders are necessary.

***Orders placed by 9:00am on Monday will be ready for pick up on Friday of the same week. For large orders needing expedited shipping, exceptions may be made if the profit will be greater than the shipping costs.***

## **PURCHASING SCRIP ONLINE**

Scrip can also be purchased online at [www.shopwithscrip.com](http://www.shopwithscrip.com) . Families must set up a family account by using St. Mary's school code which is: CE2BCC631151L. There are two options for payment online. PrestoPay is one option which deducts the order amount plus a convenience fee of \$.39 per order from your checking account. The other option is to place the order online, then make the payment in person in the office. With either method of payment the order will be sent to St. Mary's with the next Scrip order placed by the school. There is not an option to use credit cards online.

For families using PrestoPay, there are even more options. There are reloadable Scrip cards and ScripNow! certificates.


### **RELOADABLE CARDS:**

Families must purchase and reload the reloadable cards through [www.shopwithscrip.com](http://www.shopwithscrip.com) . Some reloadable retailers are AMC Theatres, B. Dalton Books, Banana Republic, Barnes & Noble, BP, Burger King, various hotels, CVS Pharmacy, Domino's, Gap, Gymboree, Lowe's, Old Navy, Papa John's, Piperlime, and Starbucks. A full list of reloadable brands can be found at [www.shopwithscrip.com](http://www.shopwithscrip.com) .



### **Frequently Asked Questions About Reloading Gift Cards**

#### **Q. What cards can I reload?**

A. A reload icon  appears on each page of the ShopWithScrip.com shopping environment. Click on the icon or choose "Reload Brands" under "Browse by Category". This list continues to grow, so check back often.

#### **Q. How do I register a card so I can reload it?**

A. When placing your order on ShopWithScrip.com, choose the reloadable option for your card (i.e. Barnes and Noble reload). A menu will pop up asking for the card number and name. You can then add to your reloadable card.

#### **Q. My Card is on the "reload brands" list, but I can't seem to register it. Why?**

A. The gift card must have been purchased through Great Lakes Scrip Center in order for it to be reloaded through us and for your organization to get credit for the purchase. The card must have been purchased after the date specified when you choose the reload option for that product.

#### **Q. When will the funds be available?**

A. If you submit an order with only reloads on it, *and pay with prestopay*, ShopWithScrip.com considers it an Automatic Reload Order. It will be processed automatically, and the funds will be added to the card(s) overnight. Orders containing physical products that have to be shipped, and orders paid for by check to the coordinator, will have to wait for your coordinator to release the order for processing. The funds will be added to the card(s) within 24-48 hours after the coordinator releases the order. The family placing the reload order will receive an email stating when the funds are available.

#### **Q. What information will I need to reload my card?**

A. You will need the serial number from the card. Our system will ask you to name the card so that you can load multiple cards from the same household (i.e. Dad's Starbucks card, Mom's Starbucks card, etc.). In the future, you can choose the card by the name you gave it when you are reloading.

**Q. What dollar amount can I reload on the card?**

A. You can choose any amount to put on the card, up to a maximum specified when you choose the reload option for the card.

**Q. How many times can I reload my gift cards in a week?**

A. As many times as you would like, as long as the balance does not go over the maximum allowed.

**Q. Can I reload a gift card that I bought at the retailer's store on shopwithscrip.com?**

A. No. The first gift card needs to be purchased through Great Lakes Scrip Center. Once you have that one, you can reload it as much as you like.

**Q. If I reload it at the retailer's store, will my organization still get the credit?**

A. No. Your organization will only receive credit for those gift cards that are reloaded through ShopWithScrip.com.

**SCRIPNOW! CERTIFICATES:**

ScripNow! Certificates are instant certificates which can be purchased at [www.shopwithscrip.com](http://www.shopwithscrip.com). The certificate can then be printed from one's own computer on their own printer within ½ hour of the purchase if PrestoPay is used. Some reloadable retailers are Amazon.com, Chili's, CVS Pharmacy, Gap Home Depot, iTunes, JCPenney, Land's End, and Lowe's. For a full list of ScripNow! Retailers, visit [www.shopwithscrip.com](http://www.shopwithscrip.com).



**ScripNow!™** is the quickest way to purchase scrip for you or a friend. You can order for yourself or send an eGift in seconds for various retailers. ScripNow! can be delivered and used in minutes simply by using PrestoPay, or pay by check and the items will be released by your coordinator.

Using ScripNow! is simple:

- Visit the brand page of the ShopWithScrip ScripNow! retailer and click on the ScripNow! product choice.
- Order your ScripNow! and easily pay with PrestoPay, or by check.
- We will email you when your eCard is ready to be printed from your ShopWithScrip account. When sending an eGift, your recipient is emailed a secure link to a printable eGift that can be redeemed in the store or online.
- Remember, ScripNow! can be delivered within minutes if you pay with PrestoPay.



Shopping has never been easier for everyone on your list with eGift from ScripNow!, a new program that lets you send electronic gift cards on-demand.

**WITH AN eGift CARD YOU CAN:**

\*Plan your shopping in advance by scheduling an eGift to be delivered on a specific date up to one year in advance

\*Take care of last minute shopping and have your favorite gift cards delivered directly through email almost instantly!

\*Add your personal touch by including a message to the recipient, and in some cases even selecting the look of your gift card.

\*Save some green by eliminating the time and cost of shipping while also helping to reduce waste with an earth-friendly eGift.

\*Most important, eGift from ScripNow! makes it even easier to support your scrip program by giving a great gift that gives back to your designated non-profit organization, making shopping twice as nice.

### **Frequently Asked Questions About: ScripNow! and eGift**

#### **Q. Is this available at both GLSC websites?**

A. No. It is only available at ShipWithScrip.com because it is internet-based shopping that the participating families buy themselves

#### **Q. How do I order ScripNow!?**

A. There are several ways you can purchase ScripNow!

1. There is a 🛒 icon at the top of the ordering page next to Favorites, Reload, and Express Add icons that you can click on for a list of currently available ScripNow! retailers.
2. Choose the ScripNow! category on the shopping menu.
3. When searching for a specific retailer (i.e. Home Depot, Amazon.com), the ScripNow! option will appear, if available. Click on it to order it that way.

#### **Q. What retailers are available through ScripNow!?**

A. You can look at the current list by clicking on the "!" icon on the ShopWithScrip ordering page.

#### **Q. Will there be additional retailers on ScripNow!?**

A. Yes. All GLSC retailers have been notified of this enhancement, and as retailers become compliant with ScripNow! technology, they will be added.

#### **Q. How do I pay for ScripNow!?**

A. For optimal speed, PrestoPay is recommended. When you pay with PrestoPay, you'll receive your eCard in 30 minutes or less. However, you can pay your coordinator by check. This will slightly delay the process since the ScripNow! code will only be delivered after your coordinator indicates she has received your check.

#### **Q. If I don't pay with PrestoPay, how soon can I have the eCards?**

A. Your ScripNow! eCard will be available for download within minutes after your coordinator releases your order for processing. This could be further delayed if the organization does not pay electronically (ACH). Check with your coordinator if you have any further questions in this regard.

#### **Q. How long do I have to wait after ordering, before I can use my ScripNow!?**

A. PrestoPay ScripNow! orders are fulfilled within minutes. You will be sent a confirmation email (sent to the email account on record). ScripNow! orders paid by personal check are fulfilled minutes after your coordinator notifies us that your check has been received.

**Q. Do I have to print up and bring in the paper certificate to the store, or can I just write down the code?**

A. This varies by retailer, we recommend that to avoid confusion, you should bring in the printout to the store.

**Q. What if there is a malfunction with my printer; is there a limit to the number of times I can print up my certificate?**

A. No, there is no limit. You have paid for the code. It doesn't matter how many times you print it up, but you can only redeem the code for up to that amount (just like a regular gift card). Each time you print it will have the same code. The paper should, however, be treated as cash.

**Q. What if I don't use the full amount of the ScripNow! eCard on my purchase?**

A. It works in the same way that the plastic cards do. The remaining balance is still on there to use for a future purchase.

**Q. How will I know when my ScripNow! is available?**

A. You will get an email letting you know that it is available and instructions on how to retrieve it and print it. You can also click on the ScripNow! link on the left side of your 'My Account' page to see a list of previously printed, and ready to print eCards.

**Q. What if I never got the confirmation email with the certificate?**

A. In the short-term, log into ShopWithScrip.com and look at the left side of your 'My Account' page. Click on the ScripNow! link. This will show all your ScripNow! activity in real time. You can view and print from there. In the long-term, verify your email address by visiting 'My Account' and 'Change Profile/Password'. Then you can be sure you will get timely email notification.

## **New!ScripNow! eGifts**

**Q. What is an eGift?**

A. A ScripNow! eGift is an email containing a link to view and print a ScripNow! eCard. The recipient receives the email telling them they received a gift from you, and they follow that link to view and print their eCard to be used at the retailer or online.

**Q. How do I order an eGift?**

A. You can order an eGift from your ShopWithScrip account. Select the ScripNow! option for any retailer it is available for, enter the amount you would like on the eCard, or the number of eCards you would like to send, and check the box indicating the order is for a gift. You'll be prompted to enter the recipient's name and email address to send the gift to. You will add your name and personalized message you want to appear on the gift, and select the date you would like the gift delivered on.

**Q. Is there a fee?**

A. There may be a fee for each eGift you send. If applicable, you'll see the amount of the fee when you select the option indicating it is a gift on the ScripNow! order form.

**Q. Can I choose how the eCard appears?**

A. For some retailers, you can select the image you want to appear on the eCard that is delivered to your recipient. You'll see the option on the eGift order screen to choose different images if available.

**Q. Why do I have to enter my phone number when ordering an eGift?**

A. A phone number is required in case we need to contact you if we are not able to deliver the eGift to the email address you entered on the order form.

**Q. Can I schedule when my eGift is delivered?**

A. You choose the date you want the email with the link to the ScripNow! eCard to arrive, anytime from the date you place the order, up to a year later. If you pay for your order online using PrestoPay, the gift can be delivered shortly after you place the order when you select today's date for delivery. If you are paying your organization for the order, the scrip coordinator at your organization will need to release that order for processing. In that case, please check with your coordinator to find out when your order will be released and paid for, that will be the earliest possible delivery date for your eGift.

**Q. How do I know if my gift was delivered?**

A. You can go to the ScripNow! history page on your ShopWithScrip account at [https://www.shopwithscrip.com/myaccount/vcert\\_view.aspx](https://www.shopwithscrip.com/myaccount/vcert_view.aspx) There is a special section for ScripNow! eGifts where you can see the delivery status of your gifts.

**Q. What if I elected to pay my organization for an order containing an eGift, and my coordinator didn't release the order by the delivery date?**

A. We will deliver the gift shortly after your coordinator releases your order, and pays for it. If the delivery date has passed and your coordinator has not released it, you can contact your coordinator if you would like them to cancel it.

**Q. Oops, I entered an incorrect email address for the recipient, how do I change it?**

A. If you paid the organization for your order, and they have not released it yet, contact your coordinator and ask them to cancel it so you can submit a new eGift order with the correct email address.

A SHOPWITHSCRIP FAMILY USER GUIDE CAN BE FOUND AT THE FOLLOWING WEB ADDRESS:

[www.shopwithscrip.com/myaccount/SWS\\_Family\\_User\\_Guide.pdf](http://www.shopwithscrip.com/myaccount/SWS_Family_User_Guide.pdf)