



Title: Mission Partner Scrip
Policy #: 18
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	3/07	K. BRANDT	DEVELOPMENT OF A NEW MINISTRY
2.0	6/07	D. DEPAGTER	NEW MEMBER RESPONSIBLE FOR THE MINISTRY, THEREFORE UPDATED GUIDELINES WERE CREATED

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members and church staff.

3 Policy

The Mission Partner Scrip program has been adopted to fund mission work. The Church Council, in partnership with the Senior Pastor, will select the missions to receive Scrip donations each fiscal year. The program is also available for participants in the Early Childhood Center. Half of the money earned will be applied to the individual participant's tuition and the other half will be directed to the ECC's operating budget.

4 Procedure

The following procedures must be followed for Mission Partner Scrip.

- A minimum of two people must be present at every transaction. A seller and a buyer qualify as two people.
 - Absolutely no refunds or exchanges will be given. Contact the member responsible for the scrip program for any special circumstances. The member responsible for scrip is the only one that can approved a refund or exchange.
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- If a gift card does not work properly, the purchaser should be instructed to call the phone number on the back of the gift card to resolve the problem. The church will not exchange the card.
- Anyone bouncing a check will be given one warning. After a second bounced check, cash only will be accepted. Names of unacceptable checks will be kept in the top drawer in the cash box area.

In addition to the previous procedures, the Early Childhood Center (ECC) must also abide by the following:

- The ECC will only get credit when purchased through the ECC staff. Tuition credit will not be given to any parent, grandparent, etc. purchasing directly at the Scrip counter.
- Scrip will be available to the ECC on Wednesdays and Thursdays only. Exceptions will be made for shortened weeks due to Wednesdays or Thursdays off or field trips on these days.
- During the month of December, only gas and grocery scrip will be available for same day pick up. All other cards must be preordered and prepaid and may be picked up the following week.

5 Forms

None