



**SCRIP**

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# HANDBOOK

**SCRIP COORDINATOR**

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## SCRIP HANDBOOK

### 1. WHAT IS SCRIP?

Scrip is a term that means “substitute money”. When you purchase Scrip, you are purchasing gift cards, at face value, that are used just like cash at participating retailers.

You’re probably asking yourself how these stores help us raise money. It’s simple - Scrip participating retailers agree to sell gift cards to our school at a discount. Families buy the gift cards for full face value, they redeem them for full face value, and our school keeps the difference.

For example, you buy a \$100.00 Safeway card through Scrip. You pay \$100.00 and there is \$100.00 on that gift card, but when our school purchased it we received a 4% discount, thus purchasing the card for \$96.00 equaling a \$4.00 rebate to our school. Each participating retailer determines their rebate percentage; this percentage is then applied towards your annual Scrip requirement.

The beauty of Scrip is that you put your regular household shopping dollars to work. You earn money for our school without spending a single additional penny. Just spend your regular shopping dollars with Scrip at the stores that participate in the program. Scrip can be used for just about any household purchase including food, clothing, entertainment, gasoline and dining out.

### 3. VOLUNTEERS

The Scrip program is made possible through the support of our volunteers – we need you to volunteer! Each family must complete service hours during the school year. Scrip is a great way to complete your service hours. You earn DOUBLE services hours for each time you volunteer with Scrip. Contact the Scrip Chair to volunteer.

## 4. SCRIP VOCABULARY

Get to know the most common Scrip terms:

**eGift Cards** - Electronic gift cards are available from many of our retailers and can be ordered and printed from your Scrip account. The eGift Card is delivered to your account in minutes when you pay online for your order from your bank account or credit card. This allows you to purchase electronic cards and reloads (for those vendors with either of those options). To link your Scrip account to your bank account, log into your account at [www.shopwithscrip.com](http://www.shopwithscrip.com) and from there, the site will walk you through the set-up directions. There is a \$.15 fee when using the feature linked to your bank account and a 2.6% fee when using the feature linked to your credit card (vendor fee will be applied for returned charges). When there is an online purchase over \$1,000 or more, the vendor and/or school may place a hold on the account until the payment has cleared.

**Reload** - There are two options and it is based on what the vendor offers. Cards are reloaded immediately, unless there is a notation implying Reload Overnight. Most cards are immediate. However, if Reload Overnight is offered, it is recommended that you place the reload by 3:30 pm EST to have the funds on the card the next day. If you need the funds for the weekend, it is highly recommended you do the reload on Thursday by 3:30 pm EST. For either option, the card must first be purchased from the Scrip Cart to be eligible for Reload. If your reload card has a \$0 balance for 60 days or more, it will automatically be deactivated and therefore any reload attempts will be refunded by the vendor.

## 5. SCRIP ACCOUNT

All STA families automatically have a Scrip account at [www.shopwithscrip.com](http://www.shopwithscrip.com). If you have an account set up from another school, you can transfer your account to our school by contacting the Scrip Chair.

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### 6. FRIENDS AND FAMILY

You can have a Scrip account set up for your friends and family, contact the Scrip Chair to get started. More people buying Scrip under your name = more rebates for you! For friends and family not in the local area, they may only purchase eGift Cards, as physical cards cannot be purchased since cards cannot be mailed for security reasons. Gift cards are like cash and can get lost in the mail. Please note, if you have an account set-up for friends and family and their payment is returned, if they do not pay it back to the school within three calendar days of it being returned, it is up to the school family to make the payment.

### 7. BASIC GUIDELINES

#### Requirement

- Each family is required to earn \$200.00 in Scrip rebates each school year. It is very important to understand that this is not \$200.00 worth of cards - you must earn \$200.00 in rebates. Every card has a different rebate associated with it. As an example, if you purchased a Safeway \$100.00 card which has a 4% rebate, it generated \$4.00 towards your \$200.00 requirement. If you begin or leave STA during the school year, the Scrip requirement is prorated as determined by the school. If you leave the school before the end of the school year, your Scrip requirement is due immediately. If it is not paid within three business days, **an additional fee of \$25.00 will be added to your balance and the school may place yearbooks and other items on hold.**

#### Scrip Year

- Scrip for the 2021 - 2022 school year is 5/1/21 through 4/30/22; Bashas' may end earlier. For families with 8th grade students the Scrip year ends on 4/15/22 and any balance owed must be paid immediately or **an additional fee of \$25.00 will be added to your balance and the school may place yearbooks and other items on hold.**

#### Scrip Agreement

- All families must complete a Scrip Agreement as part of their enrollment with the school.

#### Sales Times

- Scrip is sold throughout the week, every weekday as well as after the Sunday 9am Mass.

## Payments

- Orders may be paid with cash or check (**bank fee will be applied for returned checks**).
- Checking or savings account use is available only when submitting an online order which includes a \$.15 fee from the Scrip vendor (**\$vendor fee will be applied for returned charges**). If there is a returned check or online payment, the full amount plus the return fees are due immediately and only cash payments will be accepted for future purchases.
- Credit card payments are accepted and there is a service charge which varies if purchasing at the school or using a credit card through [www.shopwithscrip.com](http://www.shopwithscrip.com).

## Special Orders

- There are no minimum order amounts. You must submit your order and payment to the Scrip Cart by **3:00pm on Monday** and it will be available by Friday for pick up.

## Balance

- Families with a Scrip balance must pay the full balance in May; STA reserves the right to charge families not returning for the upcoming school year during April. For families with 8th grade students, you will be charged for any Scrip balance owed in April and it will be due immediately. If your Scrip balance is not paid in full by the due date, **an additional fee of \$25.00 will be added to your balance and the school may place yearbooks and other items on hold**. If you earned a tuition credit, you may allocate the credit to another family if communicated to the Scrip Chair by 4/30 (a check cannot be generated).
- **Scrip sales are final, no refunds, exchanges or returns are allowed. Once a purchase is made, you cannot change which family the purchase is allocated to for rebate purposes.**
- Rebate percentages and availability are subject to vendor discretion and are subject to change without notice.

## SCRIP HANDBOOK *cont.*

### 8. REBATE EXAMPLE

An example of how Scrip works:

\$ 2000.00 at Bashas' 6% rebate =	\$120.00
\$ 800.00 at Sprouts 5% rebate =	\$40.00
\$ 75.00 at Chili's 11% rebate =	\$8.25
\$ 500.00 at Chick-Fil-A 5% rebate =	\$25.00
\$100.00 at Starbucks 7% rebate =	\$7.00
\$100.00 at Harkins 10% rebate =	\$10.00
\$150.00 at Lowes 4% rebate =	\$6.00
\$100 at Nothing Bundt Cake 20% rebate	\$20.00

The above results in \$236.25 in Scrip rebates. It is easy to reach your Scrip requirement if you purchase vendors you normally frequent and keep them on hand.

### 9. BUY OUT

You may elect to buy out of the Scrip program by paying a lump sum of \$200.00 (or you may make several payments). The balance is due by 4/30/22. You must use the Buy Out form available at the Scrip Cart. If you buy out and then decide to purchase actual Scrip, your rebates will then immediately go towards your tuition credit.

### 10. TUITION CREDIT

How about earning a tuition credit through Scrip? Once you meet your \$200.00 annual Scrip requirement, you will earn a tuition credit equal to 50% of the rebates earned above \$200.00 as long as the tuition credit exceeds \$10.00.

For example, if you earn \$350.00 in Scrip rebates - \$200.00 goes towards your annual Scrip requirement, leaving a \$150.00 balance. Your tuition credit is \$75.00 (half of \$150.00).

Tuition credits are calculated at the end of the school year and applied to the following year's tuition. If you are not returning to the school, you may choose to allocate your tuition credit to another school family that is returning as long as you provide the name of the family to receive the tuition credit to the Scrip Chair by 4/30/22. Otherwise the credit will be allocated to the school.

If you are an 8th grade family, you may apply any earned tuition credit to your last tuition payment as long as you have a payment scheduled for May. Otherwise your credit will be applied to the school.

Scrip tuition credits are applied before any scholarships are applied to tuition. However, in the case where a scholarship is applied first if your Scrip tuition credit is not needed (i.e. your tuition is already covered); it will be not be applied to your account. Scrip tuition credits are solely for tuition and cannot be applied to other fees such as field trips, yearbooks, incidentals, etc.

## **11. FAMILY REPORTS**

You have 24/7 access to your current rebate earnings through your account at [www.shopwithscrip.com](http://www.shopwithscrip.com). Contact the Scrip Chair if you need assistance running a report. Keep your receipts for all Scrip purchases throughout the year as that will be the only way to resolve a discrepancy.

## **12. BASHAS'**

Bashas' comes in the form of a reloadable card and is tracked by the number on the back of the card. Once you purchase a Bashas' card from the Scrip Cart, you then add value to the card at the store via a cashier or the customer service desk in any amount that you desire. If you reload your card at check-out, you must ask the clerk to reload your card first, before ringing up your groceries. If you reload your card at the service desk; there is a 5-20 minute delay before you can check out. Your rebates will be updated monthly in your Scrip account and noted as a voucher in the system.

All cards that have been used and carry a remaining balance will have 12 months to use the card before a \$2.00 per month fee is charged. Should a transaction occur before the 12 months the clock will restart from the last date of activity. To avoid the fee, use your gift card at least once a year.

Corporate policy states that Bashas' cards cannot be used to purchase any gift cards that are cash only such as the reloadable Visa, Mastercards, etc. as well as Western Union, Western Union, Money Orders, Lottery, or Event Tickets. The card can be reloaded at any of the company's locations (AJ's, Bashas' or Food City) and all reloads will show on the monthly statement sent to the school. Keep your reload receipts. This is the only way to reconcile discrepancies.

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### 13. FRY'S

Check out the details on how to connect your Fry's VIP Card to our school:

[http://www.stacatholic.com/Content/Pdf/Frys\\_Community\\_Rewards.pdf](http://www.stacatholic.com/Content/Pdf/Frys_Community_Rewards.pdf)

You may submit a copy of your Fry's Community Rewards summary four times a year in order to earn Scrip rebates. Scrip rebate credit **will only be granted** if you submit your summary by the due dates that are communicated by the school throughout the year (credit is not given for late statements).

All you have to do is shop at Fry's and swipe your VIP card – this will increase your Community Rewards earnings = more Scrip rebates.

Another way to earn Scrip rebates when shopping at Fry's.....  
buy a Visa card from the Scrip Cart and use it for shopping at Fry's!

### 14. AMERICAN FURNITURE WAREHOUSE AND TUFT AND NEEDLE

Check out ways to earn Scrip rebates from both of these vendors:

<http://www.stacatholic.com/Home/Scrip>

### 15. HOME BASED BUSINESSES

You may submit receipts for vendors such as J. Christie Landscape and Scentsy up to 30 days from the purchase date. Receipts submitted after 30 days from the purchase date are not eligible for Scrip. Turn in your receipt to the Scrip Chair and the rebate request will be submitted to the vendor. Once the rebate check is received, the rebate will be applied to your Scrip account as a voucher.

### 16. TEACHER TOP PICK

Looking for a gift for a STA staff member? Check out the list below or stop by the Scrip Cart and see the Teacher Top Picks. It's a list of favorite cards each staff member provided:

<http://www.stacc.net/school/documents/TeacherTopPicks.pdf>



## **17. SCRIP GIFT CERTIFICATES**

This is a gift certificate you purchase that you can give to a school staff member or any school family that can be redeemed for gift cards. It's great for those trying to come up with a holiday gift idea, a general thank you, or for any reason. By giving a Scrip Gift Certificate you are giving the recipient the flexibility to come purchase whatever gift cards the recipient wants!

How does it work? It's easy as 1-2-3....

- Stop by the Scrip Cart - just let us know the denomination you want and the recipient.
- The recipient can redeem it for any type of Scrip.
- When it is redeemed, you get the rebate credit for whatever was purchased!

A Scrip Gift Certificate may be from multiple families, however the purchase and Scrip rebate may only be given to one family.

Start your Scrip purchases today...any questions, feel free to contact the Scrip Chair.