

Operating Policies of Faith Christian School Scrip Program

1. **Dates of Operation:** Faith Scrip Program will run semi-monthly. A schedule will be published on the school website. You will also be notified of updates through the memo and emails. See “Ordering and Pick-up” for more information.
2. **Who can participate:** Anyone and everyone—parents whose children attend FCS now or will attend in the future and any other family or friends. Family and friends may help you with your tuition by ordering certificates on your order, or they may register for their own account.
3. Scrip is being offered by the board as a fundraiser for Ladies School Circle and to promote Christian education. Personal rebates can be applied to any combination of the following options: family tuition at FCS, FCS General Fund, FCS Future Building Fund, FCS Secondary Education, Ladies School Circle or family tuition at any other K-12 Christian school.

Registration

4. Each family participating will be asked to fill out a Registration Form. These forms will be kept on file. By signing the form you are agreeing to the Policies of Faith Scrip.
5. If designating a child to bring certificates home, the child is responsible to pick up the envelope from the kitchen window. Children will only receive Scrip orders if they are designated on your Registration Form and the waiver is signed under “Disclaimer of Responsibility”.
6. Any changes of address, telephone number, or email address must be given to a coordinator.
7. Any donation changes require a new Registration Form to be completed. Also any changes to the Disclaimer of Responsibility require a new Registration Form.
8. Once registered, you will be assigned a username and password. Use this to access your personal account at www.shopwithscrip.com.
9. If you already have an account with ShopWithScrip through another non-profit, indicate this on your Registration Form. You will have to add Faith Christian School as a non-profit to your account by entering a code given to you by the Scrip Committee.
10. The information on your Registration Form and the amount of rebates earned by your family is considered confidential. While the Finance Committee/School Board reserves the right to review all forms and information pertaining to Scrip, the rebate amounts earned by an individual family shall, as much as possible, remain among the coordinators, the board treasurer, and the family. The Scrip Committee shall provide a general quarterly report to the board treasurer and may regularly publish the total amount of rebates earned corporally.

Rebates and Payouts

11. **Payout:** The rebates earned on each account will be held in the Faith Scrip account. Payouts will be made twice a year. Statements will be distributed to each account holder at this time.
 - a. 15% of rebates are retained to cover the cost of operating Scrip and as a fundraiser for Ladies School Circle.
 - b. Current Payout or Donor: 85% of rebates will be paid out to the account/s you have specified on your Registration Form. Any payout discrepancies must be brought to the attention of the Scrip Committee within 7 days of receiving your statement. If you wish to have your payout sent to a different Christian school, please list the school, the school address, and the designated family’s name on the back side of your registration form.
 - c. Future Payout or Rollover: 85% of rebates will be rolled over to the next year. Mark this on your Registration Form if you will have a child attending in the future or you have a child attending but wish to have your earnings held.

Ordering and Pick-up

12. The committee will place orders in the evening on the first and third Monday of the month, unless otherwise advertised. The schedule will be regularly published.
 - a. Paper order forms along with payment to “Faith Scrip” must be placed in the Faith Scrip drop box by 8pm.
 - b. On-line orders can be made on www.shopwithscrip.com. Enter your order by 7:45pm to guarantee timely processing. These orders may be paid for on-line with PrestoPay™ for a \$0.15 charge per order OR payment must be placed in the Faith Scrip drop box. On-line orders will not be processed until payment is received.
13. All checks must be made payable to “Faith Scrip”. These checks, along with rebates earned, are non-tax deductible because you receive dollar for dollar value.
14. Anyone writing a Non-Sufficient Funds (NSF) check will incur a fee equal to the bank charge to be paid to Faith Scrip. After two NSF checks are tendered on your Scrip account in one school year, your Scrip ordering privileges will be suspended for the remainder of the school year.
15. *Unless otherwise advertised*, filled orders will be sent home with your designated student (see #5) on Friday or will be available on from 2:50-3:15 at the kitchen window. During the summer months pick-up is from 9:30-10am on Saturday. Watch the schedule for any changes. If unable to pick-up your order at the designated pick-up time, please make other arrangements with a coordinator.
16. If you order something in error, you can contact a coordinator to try to cancel the order. If you choose to pay with PrestoPay™ for the order, you must contact a coordinator that same day or the order cannot be cancelled.

Vouchers

17. Voucher slips must be filled and presented to the vendor at the time of purchase. Keep the pink slip and submit the white and yellow copy to the vendor. Your rebate will be credited when the Scrip Committee has received the vendor’s check. The Scrip Committee cannot be responsible for any non-payment of vouchers. The vendor has the right to refuse a voucher if their guidelines are not followed.

General Information

18. The Scrip Committee is to consist of the School Board Treasurer and one other Finance Committee member along with the volunteer coordinators. The Finance Committee member and the coordinators are approved yearly by the board.
19. Scrip is being offered as a fundraiser and to promote Christian education. If your child no longer attends FCS, the monies held under your account number can be transferred to one or more of the approved accounts listed on Registration Form. There will be no cash payouts.
20. Treat Scrip certificates like cash. FCS is not responsible for lost or stolen certificates.
21. Certificates may expire or decrease in value if not used in a timely fashion. Terms for each certificate are available at www.shopwithscrip.com and are also typically printed on the certificates that expire.
22. If you have a problem using a certificate, please contact the Scrip Committee as soon as possible. Please keep your certificate, cash register receipts, and any other pertinent information.
23. Kohl’s is the only business that accepts payment of credit cards with gift certificates purchased through the Scrip program. Payments must be made at the store.
24. Any family Scrip account that has not had any activity for 2 years will be considered a dormant account. A letter will then be sent out to determine why it is dormant and to determine to which account the balance should be forwarded.
25. **Out of State Users** are also able to use our program:
 - a. They must contact a coordinator to set up their account.
 - b. Their payment must be received, by check or with PrestoPay™, before the order is processed.
 - c. They must always purchase from retailers that offer ScripNow™ or make arrangements to have their prepaid cards picked up for them at FCS. Scrip cards will not be sent in the mail.