



## **Scrip Handbook**

2017-2018

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 obligation.

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.

### **Contact Information**

Your questions are always welcome, contact the Scrip Chair at:

Kristi Mack  
[stagsscrip@gmail.com](mailto:stagsscrip@gmail.com)  
623-258-1843

For more information and a list of sales times, visit: <http://www.stacc.net/school/scrip.html>

### **Volunteers**

Each family must complete service hours during the school year. Scrip is a great way to complete your service hours. You will earn with **DOUBLE** services hours for each time you sell. Click on the link below to sign-up:

<http://signup.com/go/CbZLdg>

The Scrip program is made possible through the support of our volunteers – we need you to volunteer!

## **Scrip Vocabulary**

Get to know the most common Scrip terms:

**MyScripWallet™** - It is the mobile site for ShopWithScrip. You can access the site by opening the browser on your phone and going to MyScripWallet.com. Login using your same ShopWithScrip username and password to place orders for ScripNow, Reload, and ReloadNow. You may redeem Scrip directly from your mobile device for retailers that allow it.

**PrestoPay™** - Online payment system for families. PrestoPay uses the ACH debit process to electronically debit funds from your checking or savings account.

**Reload** - Add funds to a gift card overnight for retailers that offer a Reload 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.

**ReloadNow®** - Add funds to a gift card immediately for retailers that offer a ReloadNow option. The funds are available on the card in minutes when you pay with PrestoPay - 24 hours a day, 7 days a week. The card must first be purchased from the Scrip Cart to be eligible for ReloadNow. 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.

**ScripNow®** - Electronic gift cards are available from many of our retailers, and can be ordered and printed from your ShopWithScrip account. The ScripNow eCard is delivered to your account in minutes when you pay for your order with PrestoPay - 24 hours a day, 7 days a week. Print the certificate and redeem it in stores, or copy and paste the code at checkout to apply it to online purchases.

## **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. You can contact the Scrip Chair if you have questions about your access information.

## **Friends and Family**

You may have a Scrip account set up for your friends and family, contact the Scrip Chair to get started. More people buying Scrip under you name = more rebates for you! For friends and family not in the local area, they may only purchase ScripNow as physical cards cannot be purchased since cards will not be mailed for security reasons. Gift cards are like cash and can get lost in the mail.

## Basic Guidelines

- **Requirement** - Each family is obligated 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 obligation.

If you begin or leave STA during the school year, the Scrip requirement is prorated as follows:

School Quarter Start or End	Scrip Requirement
Q1	\$200.00 (100%)
Q2	\$150.00 (75%)
Q3	\$100.00 (50%)
Q4	\$50.00 (25%)

If you leave the school before the end of the school year, your Scrip obligation is due immediately.

- **Scrip Year** - The date range for Scrip for the 2017-2018 school year is 5/1/17 through 4/30/18; Bashas' is through 3/31/18. However, for families with 8<sup>th</sup> grade students the Scrip year ends on 4/15/18.
- **Sales Times** - Scrip is sold throughout the week, to see sales times, visit: <http://www.stacc.net/school/scrip.html>
- **Payments** –
  - Orders may be paid with cash or check (\$12 fee for returned checks).
  - Checking or savings account (through Presto Pay) use is available only when submitting an online order which includes a \$.15 fee from the Scrip vendor (\$30 fee for returned charges). Payment must be received before the order is released for shipment. If there is a returned check or Presto Pay 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 3% service charge.
- **Special Orders** - There are no minimum order amounts. You must submit your Special Order Form and payment to the Scrip Cart by **3:00pm on Thursday** and it will be available by the following Wednesday 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 8<sup>th</sup> 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 on your year-end Scrip report, an additional fee of \$25.00 will be added to your balance. **The school reserves the right to hold yearbooks and other items if a Scrip balance is unpaid.**

- **All 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.

### Rebate Example

If you shop at a variety of grocery stores and frequent different restaurants, you can reach your goal over the course of the school year:

\$ 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 Dutch Brothers 15% rebate =	\$15.00

The above results in \$231.25 in Scrip rebates. It is easy to reach your obligation if you purchase vendors you normally frequent and keep them on hand.

### Buy Out

You may elect to buy out of the Scrip program by paying \$200.00 (or you may make several payments). The balance is due by 4/30/18. You must use the Buy Out form available at the Scrip Cart. If you buy out and then decide to purchase actual Scrip, you can do that as your rebates will then immediately go towards your tuition credit.

### Presto Pay

This is great way to link your Scrip account to your checking or savings account and allows you to purchase electronic cards and reloads (for those vendors with either of those options). To set up PrestoPay, 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.

Presto Pay use is available only when submitting an online order which includes a \$.15 fee from the Scrip vendor (\$30 fee for returned charges).

### Tuition Credit

How about earning a tuition credit through Scrip? Once you meet your \$200.00 annual Scrip obligation, 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 4/30/18. 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.

## 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.

## 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 checkout, 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.

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.

## Fry's

### Connecting Your Fry's VIP Card with St. Thomas Aquinas

If you already have a Fry's VIP card, make sure to follow the steps below as it requires annual renewal:

- Go to [www.FrysCommunityRewards.com](http://www.FrysCommunityRewards.com) and choose "log in" OR register.
- Click on your name which takes you to the **Account Summary**, scroll down to **Community Rewards**.
- Click on **Enroll** under **Community Rewards**.
- Under **Find Your Organization**: enter "St. Thomas Aquinas Grade School" or "81268" then click on **Search**.
- Under **Select Your Organization**, click on the circle next to our school.
- Click on **Enroll**.
- If you have registered correctly, you will see the information listed under **Community Rewards** on your **Account Summary** page.

If you don't already have a Fry's VIP card, stop by a Fry's store to get one and follow the instructions above to link the card to our school.

### Scrip Rebates

You may submit a copy of your Fry's Community Rewards summary four times a year in order to earn Scrip rebates. Amount shown on the summary will be applied to your Scrip account for full credit. After the end of each cycle, [log into your account](#) and submit a copy of the Community Rewards information to the Scrip Chair.

You will need to print a copy of the **Community Rewards** information that shows our school and your earnings towards the bottom of the page.

**IMPORTANT:** Scrip rebate credit **will only be granted** if you submit your summary by the due dates on the following site: [http://www.stacc.net/school/documents/Frys\\_Community\\_Rewards.pdf](http://www.stacc.net/school/documents/Frys_Community_Rewards.pdf)

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!

### **Wilhelm**

You may submit receipts (must show amount paid) for Wilhelm up to three months from the service date. Receipts submitted after three months from the service date are not eligible for Scrip. Turn in your receipt to the Scrip Chair and the rebate request will be submitted to Wilhelm. Once the rebate check is received, the rebate will applied to your Scrip account.

### **J. Christie Landscape and Scentsy**

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 applied to your Scrip account.

### **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>

### **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 who is the recipient.
- The recipient can redeem it for any type of Scrip any time before 4/30/18.
- When it is redeemed, you get the rebate credit for whatever was purchased!

Please note, 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.