

WHEN YOU SHOP...



QP MAKES MONEY!!!

2016 - 2017 QUEEN OF PEACE SCRIP GUIDELINES

HOW DOES QP MAKE MONEY FROM SCRIP?

We purchase gift cards through the Great Lakes SCRIP Center who has enlisted 100's of retailers who agree to give nonprofit organizations like us a rebate for every card sold. You spend these cards like cash and Queen of Peace gets a percentage back, ranging from 1.5% to 18% depending on the retailer.

WHAT HAPPENS WITH THE REBATE?:

- ❖ As a fundraiser, Queen of Peace School and Family Organization will keep 60% of the total rebate that QP receives. You will receive the other 40% and may decide where to allocate it. Your options:
 - Your tuition
 - Another family's tuition
 - The Endowment Fund
 - The Catholic Multicultural Center
 - The Youth Ministry
 - School and Family
- ❖ Upon placing your first order for the year, you will need to indicate on the order form which option you are selecting. Only one option may be selected, and this option will remain in place for the SCRIP year until a payout has been processed.

SCRIP REBATE DISTRIBUTION GUIDELINES

Accumulated SCRIP rebates will be distributed once per year. **Rebates will be processed in February for purchases made and received from February 1, 2016 through January 31, 2017.**

- ❖ If you have selected tuition credit for your 40% option, you will be notified of the amount that School and Family is crediting to your tuition account.
 - If your family pays monthly by electronic funds transfer, the amount will be applied to the final tuition payment for the 2016-2017 year, which is in April. You will be notified by the office prior to this to authorize a change in the amount of your electronic funds transfer.
 - If your family pays by check, the amount can be deducted from your next scheduled tuition installment.
- ❖ Your family must earn at least \$10 in total rebates in order to earn a tuition credit. Amounts less than this will be default fully to the School and Family organization.
- ❖ If your family will not be returning the following school year (i.e. transfers, graduation), your rebates will default to the School and Family organization unless the SCRIP coordinators or office is notified in writing of where you would like the rebate applied.

SCRIP ORDERING GUIDELINES AND INFORMATION:

- ❖ A inventory of several commonly used SCRIP cards are kept on hand. These will be sold outside the school office on Monday and Friday from 8:00 - 8:30 and on Friday

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from 3:00 - 3:30 (changes to these times will be announced by email or the Wednesday update). They are also available in the school office outside of these hours.

- ❖ Orders may also be sent in with your child and sent to the office for fulfillment. If orders are sent in to the office, they will be filled as the office staff has available time which may not be the same day the order is received. Orders which haven't yet been filled will be filled on during the next table sales time when the SCRIP coordinators are available and will be delivered according to your selected method.
- ❖ The weekly SCRIP order deadline (year-round) is each Monday by 8:30 A.M. Any order and/or payment received after this time will be processed with the following week's order.
- ❖ In the event of school being closed on Monday due to scheduled holiday or cancellation, order deadline will be moved to Tuesday by 8:30 A.M.
- ❖ No orders will be placed during the weeks of Christmas or Easter breaks.
- ❖ Orders may be submitted via the on-line site at www.shopwithscrip.com or by submitting a completed paper order form.

SCRIP ORDER PAYMENT

- ❖ SCRIP orders may be paid for in one of two ways:
 1. Via "Presto Pay," which is an electronic funds transfer from your account. To register for Presto Pay, visit the shopwithscrip.com website.
 2. Remit cash or a check payable to Queen of Peace School and Family when you place your order. Orders will not be placed if payment has not been received.
- ❖ If checks are returned for insufficient funds, families will be notified and asked to make payment on the insufficient funds. Additional SCRIP orders may not be placed or rebates applied until any outstanding checks are paid.
- ❖ SCRIP payments are not tax deductible because participants receive dollar for dollar value.

SCRIP ORDER FULFILLMENT AND DISTRIBUTION

- ❖ Completed SCRIP orders will be available for pick-up in the school office after 3:00 pm on Wednesday the week the order is placed or will be sent home with your child on Thursday afternoon if you have requested that method of distribution (this schedule will be pushed back by one day when the order is placed on Tuesday due to no school on Monday)
- ❖ If your order is to be sent home with another family, you must authorize this distribution in writing in advance.
- ❖ Please check the order carefully as we will not be held responsible for an order once it leaves school grounds.
- ❖ SCRIP gift cards are purchased on your behalf and are not returnable and cannot be exchanged. All sales are final. Queen of Peace makes no representations or warranties with respect to the SCRIP cards.
- ❖ Participants agree to indemnify Queen of Peace against any loss incurred in connection with the delivery method of the SCRIP cards.



- ❖ If you have any difficulty with a vendor using a SCRIP card, we will happy to help you resolve the situation.

QUESTIONS:

Questions on any of the above guidelines or the SCRIP program in general can be directed to either of the SCRIP Co-chairs: Laura teDuits or Vicky Vandebrook at Qpscrip@gmail.com.