

St. Mary School SCRIP Fundraising/Tuition Credit Program

Guidelines and Policies for the 2008-2009 School Year

1. The purpose of the SCRIP program is to provide an incentive for families to raise additional funds for the school, and therefore, help keep tuition costs down.
2. The SCRIP 2008-09 fiscal year will run from April 1, 2008 through March 31, 2009.
3. Order dates will be weekly, except during school holidays and summer vacation. SCRIP orders will be taken twice a month during the summer months (schedule will be determined in May). There is no obligation to participate in this program. If you do choose to participate, there is no obligation to buy these gift certificates on a weekly basis.
4. Order must be turned in **no later than 8:30 a.m. Monday** to be processed for that week. **Certificates** will be returned to you **Wednesday afternoon of the same week**. Order forms are sent home each week via the Thursday folder, and are always available in the Information Bin located outside the school office. Order forms are also available online at www.greenapple.com/~stmarylab/ (click on Home & School, then SCRIP).
5. All SCRIP orders must be accompanied by cash, check or money order **made payable to SMHS SCRIP**. If your check is returned for any reason, you will be charged a \$35 fee payable to SMHS SCRIP. After two checks are returned on your account, your SCRIP ordering privileges will be limited to money order only.
6. Everyone who purchases SCRIP will have the following **3 choices of distribution of the profits** from your order:
 1. 50% to SMHS fundraising & 50% to your family's account for tuition credit
 2. 100% to SMHS fundraising
 3. 50% to SMHS fundraising and 50% gifted to another family's account for tuition credit
If your proceeds are to be gifted to another family for tuition credit, you must specify the family name to receive tuition credit with each order.

The SCRIP coordinator will provide statements to the participating families detailing earned tuition credit total.
7. All orders must include the name and phone number of person ordering and method by which you would like to receive your gift cards/certificates. The certificates can either be: (1) sent home with your child, or (2) picked up in the school office. If parents choose to have the certificates released with their child, you must sign the **WAIVER OF RESPONSIBILITY** (on the order form) stating that you will not hold SMHS SCRIP responsible for any lost or misplaced certificates delivered in this manner.
8. St. Mary teachers who participate in the SCRIP program are eligible to receive 50% of their total SCRIP earnings back in order to purchase needed items for their classroom. Teachers who have children in the school may choose to have their 50% of earnings applied towards their children(s) tuition or towards classroom credit.
9. The SCRIP Tuition Credit accumulated during the 2008-09 school year will be deducted from the following (2009-10) school year's tuition. This credit will be reflected on the Tuition Invoice mailed to each family. *Note: You must have minimum of \$25.00 Tuition Credit accumulated to be deducted from your invoice. If less than \$25.00, the credit will remain in your account for the following school year accumulation.*
10. If this is your final year at St. Mary School, please note that we **cannot issue you a check for your SCRIP earnings**. The balance must either be transferred to Fisher Catholic High School, another family's tuition account or donated to SMHS SCRIP fundraising.
11. Future Families: If you do not have a child currently enrolled at St. Mary School, but will in the future, you may begin accumulating credit for that child at any time. Credits accumulated will be applied toward tuition for the first year of school.

12. SCRIP programs are only available to **non-profit organizations**. Therefore, if a family leaves St. Mary School for any reason after their tuition obligation is paid, any balance in their SCRIP earnings account can either be donated to SMHS SCRIP for fundraising, or gifted to another St. Mary Family to be applied to the following school year's tuition. **We are not permitted to issue checks to individual families.**
13. SCRIP certificates are purchased on your behalf, and are not returnable unless somehow defective.
14. When you receive your SCRIP certificates, please open your order and verify its accuracy. In the event you should find a discrepancy in your order, please contact the SMHS SCRIP Coordinator within 3 days.
15. SCRIP certificates are the same as cash, and should be handled accordingly. SMHS SCRIP will not be responsible for certificates that are lost, stolen or misplaced while in your possession. Terms and conditions of all certificates will apply and a copy of all certificate usage details is available upon request or can be obtained online at www.glscrip.com.
16. Since you are receiving dollar for dollar value for your SCRIP purchases, these transactions are **not tax-deductible**.
17. The SCRIP policies and guidelines will be reviewed annually and any changes will be made in writing. SMHS SCRIP reserves the right to terminate the SCRIP program at any time.
18. Any questions or suggestions regarding the SCRIP program should be directed to either Erica Gaib at 756-4314 or Deanna Ventura at 756-7107.

ADDITIONAL INFORMATION

Kroger Reloadable Gift Cards: Effective June 2007, the Kroger Reloadable Card procedure for tuition credit changed. Initial cards can only be purchased with a \$5.00 value. We will record the card number of your card when you purchase it. **Therefore, you will no longer need to send in the Kroger Reload Receipts for tuition credit. The SCRIP Committee can now track it easily for you!** Other increments will be available during the holiday season only. If you are purchasing a Kroger card as a gift and want it in another denomination, you can purchase the \$5 card from SCRIP, then take it your nearest Kroger and reload up the amount you wish to have on that card.

This change was made by Kroger. Their gift card program was initially designed to be used as a reloadable card, not as a disposable. Each month Kroger donates over \$500,000 dollars to schools & non-profit organizations and they are trying to keep their overhead costs of this program as low as possible. We appreciate Kroger continuing their generous donations to our school!

PLEASE NOTE: Meijer Community Rewards & Target Rewards are not a part of the SCRIP Tuition Credit Program. Any proceeds from these programs directly benefit our school.