

ST. DUNSTAN CATHOLIC SCHOOL

SCRIP PROGRAM

2009-2010

St. Dunstan Catholic School participates in a SCRIP Program, a **mandatory** program for **every** school family. The school purchases paper SCRIP, which is then sold to both parish and school families. Paper SCRIP is a money certificate used for groceries, clothing, food, or credit card payments, etc. Because it is a dollar-for-dollar transaction, **SCRIP MAY NOT BE USED FOR ANY TAX DEDUCTION PURPOSES.** The School earns a percentage of the total purchase cost as its profit. Each family has the option of purchasing \$4,000.00 of Scrip per school year or paying a one-time “buy-out” fee of \$275.00 due on or before Monday, August 31, 2009. Families who wish to use the “buy-out” program after the August 31st deadline must pay a 10% fee based on the remaining SCRIP balance. All SCRIP purchases are due by May 15th, when the Scrip program ends.

There are several ways to fulfill the \$4,000 commitment for Scrip.

- Purchase paper scrip;
- Purchase paper scrip and pay a 10% fee based on the remaining SCRIP balance OR
- Buy-out option as already discussed in the preceding paragraph.

Note: Buy-out option at the beginning of the school year is only \$275 whereas buyout towards the end of the school year is \$400 or 10% of the balance of your \$4,000 commitment.

PAPER SCRIP

Paper scrip is available for sale during the school year. Order forms (a sample copy of which is attached) are always available online at www.st-dunstan.org.

There are two types of Paper Scrip Order forms – Regular Items or Special Items. Regular Items are gift cards we normally have on hand. Check out the attached order forms to see what we normally have on hand. When you turn in your order on Thursday mornings, you or your child will receive the order the following day, Friday. Special Items are gift cards we do not keep in stock. We have to order them and deliver them Friday of the following week. **Special Item orders require a separate check from Regular Item orders.**

Filling out the order form properly makes processing your order much easier. Write your name clearly and give a **daytime** phone number just in case we have a question about your order.

Decide how you want to receive your order. i.e. We can deliver your order to your student in their classroom (indicate the name of your child and grade) or you can pick up the order from the school office. Make sure to sign and date the order form.

NOTE: **Kindergarten families** – it is not safe to have your children receive your order as they do not have a school bag. You have to pick up your order at the office on Fridays from 8:00 a.m. to 3:45 pm. If you are unable to pick up your order, you will have to wait the following Thursday or Friday to pick up your order.

When you want to order a gift card, make sure you indicate the dollar amount on the **right side** of the merchant name and make sure you check the denomination before you write in the dollar amount.

Always double check your total order before you write your check. Remember if you have a Regular Item order and Special Item order, you need to write two (2) checks.

Your check payment will be deposited **ONLY** when your order has been completed and delivered to you.

Paper scrip is also available for sale every Friday at the Parish Center from 8:00 am to 8:45 am. Available for sale are gift cards leftover from the Thursday sale. Friday sale does not accept backorders. You can purchase only what we have available.

E-Scrip

Because of the low returns we receive from e-Scrip, erratic posting of reports and payments, we will not be using e-Scrip as basis of your Scrip requirement.

However, if you will be shopping at Safeway and Macy's, continue to renew your e-Scrip. Every cent counts for a school fundraiser.

Scrip Statements

Families who opt to purchasing paper scrip will receive a statement on or before 15th of the month if they had purchases the month before. For example: You had purchases in the month of April, you will receive a statement on or before May 15.

SCRIP PROCEDURES

For School Year 2009-2010

1. Scrip order forms are available ONLY online at www.st-dunstan.org.
2. When you fill out your order form, indicate the dollar amount of your order at the *right side* of the merchant store, not on the left. Also check the denomination before you write down the dollar amount of your order.
3. Return your order form with the correct check amount attached. The order form and check should be turned in on Thursday morning when your student comes to class. If you have special instructions, write us a note and provide us with a contact number just in case we have any question.
4. If you prefer to bring in the scrip order, you should drop it off at the school office by Thursday no later than 8:30 a.m. Any scrip order received after 8:30 a.m. will be processed the following Thursday.
5. All scrip orders received and processed on Thursday will be available for pick-up or distribution on Friday. If you would like your student to bring home the scrip order on Friday, please sign the authorization.

The Scrip coordinator is only in school on Thursdays and Fridays from 8:00 a.m. to 2:30 p.m. mainly to process the orders. If you have any questions, you may leave a message at the school office or e-mail her at st_Dunstan_scrip@yahoo.com. She will respond to your e-mail within 48 hours.

The above procedure has been established and will be strictly enforced for the following reasons:

St. Dunstan Scrip Program purchases scrip from merchants that have always been purchased by families. This reflects the quantity we keep in stock.

When the orders are received on Thursday mornings (by 8:30 a.m.), the total orders are matched with what is on stock. Items that are not in stock are ordered immediately. Our supplier is on the east coast and they have very strict rules about delivery. However, another factor comes into play here – our supplier has to have our order in stock too. If they do not have our order on stock, it is backordered and it may take one to two weeks for them to ship our order.

Plan your Scrip orders well. If you need scrip for a special reason, do not assume that we always have it in stock. Furthermore, our supplier may not have it in stock either. So order scrip in advance of the date of requirement.

Saint Dunstan sells scrip as a fundraiser and its main clientele is our small community. For this reason, we **DO NOT** accept returns or exchanges.

Let us work together to make this program a successful fundraiser for our school.