

ST. DUNSTAN CATHOLIC SCHOOL

SCRIP PROGRAM

2010 - 2011

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 Friday, September 3, 2010.** Families who wish to use the “buy-out” program after the September 3rd deadline must pay a 10% fee based on the remaining SCRIP balance. All SCRIP purchases are due by May 16th 2011 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 until the end of the program.

The order form (a sample copy of which is attached) is always available online at www.st-dunstan.org. Check out the attached order form to see what we normally have in stock. When you turn in your order on Thursday mornings by 8:30 a.m., you or your child will receive the order the following day, Friday.

If you have a household emergency or a remodeling project at home and require a large amount of scrip, e-mail our Scrip Coordinator and she will assist you in expediting your order.

Our inventory of scrip is based on sales activity during the previous years. If for some reason we are unable to fill your order, we will send you a note informing you that you have a backorder. We will try our very best to fill your order the following Friday.

Towards the end of the program of the current school year, we do NOT replenish our inventory and only sell what is left in our inventory. This is to avoid a large amount left over the summer break.

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.

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.

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.

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 every two months, on or before 15th of the month.

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.

St. 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.