

ST. DUNSTAN CATHOLIC SCHOOL

SCRIP PROGRAM

2017 - 2018

St. Dunstan Catholic School participates in a SCRIP Program, a **mandatory** fundraising program for **every** school family. Paper SCRIP is a money certificate (gift card) used to purchase groceries, clothing, or other essentials without an added expense. The school purchases paper SCRIP at a discount, which is then sold to both parish and school families at face value. The School earns a percentage (the discount) of the total purchase cost as fundraising income. For example: St. Dunstan purchases a \$25 iTunes gift card at \$23.75 from our supplier and you in turn buy the iTunes gift card at face value of \$25. St. Dunstan earns \$1.25.

Each family has the option of purchasing \$4,000.00 of Scrip per school year or paying a one-time “opt-out” fee of \$300.00 **due on or before Friday, September 8, 2017**.

After September 8th, families who do not avail of the “opt-out” program have several ways of fulfilling the \$4,000 commitment for Scrip.

- Purchase paper scrip;
- Purchase paper scrip and pay a 10% fee based on the remaining SCRIP balance

Because it is a dollar-for-dollar transaction, **SCRIP MAY NOT BE USED FOR ANY TAX DEDUCTION PURPOSES.**

All SCRIP purchases must be completed by May 15, 2018 when the Scrip program ends.

Scrip Purchase Process

Paper scrip is available for sale during the school year until the last day of the program.

Orders are processed on a weekly basis - on Thursdays. You are requested to turn in your order to the school office *on or before* Thursday morning no later than 8:30 a.m., and you or your child will receive the processed order the following day, Friday.

If the order is received later than 8:30 a.m. of Thursday, the order will be processed the following week and pick up day will be Friday of that week.

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.

Order Forms

The order form (a sample copy of which is attached) is always available online at www.st-dunstan.org (Click on Parents, then Scrip, then Flyers and Forms.)

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 to 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. e.g. Sephora gift cards are in \$20 denomination. Do not order \$25.

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 may do so by dropping it off at the school office on or before Thursday BUT no later than 8:30 a.m. Thursday. Any scrip order received after 8:30 a.m. will be processed the following Thursday.

Gift cards available for sale

Check out the attached order form to see what we normally have in stock. If there is a particular retailer that you normally use on a weekly basis and is not listed in our order form, please email our School Coordinator at scrip.stdunstan@gmail.com so she can check if that particular retailer is a participating retailer of Scrip.

If you have a household emergency or a remodeling project at home and require a large amount of scrip, e-mail our School 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 during the summer break.

Form of payment

When you turn in an order form, payment in the form of check or cash should be attached. Make sure the amount corresponds to your total order.

Scrip Statements

Families who opt to purchasing paper scrip will receive a statement every two months, on or before 15th of the month.

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.

The School 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 question, you may leave a message at the school office or e-mail her at scrip.stdunstan@gmail.com. She will respond to your e-mail within 48 hours.

St. Dunstan Scrip Program is a FUNDRAISER. If you have an opportunity to sell to your company, that would be another resource to raise funds for our program.

Those who are participating in our scrip program may sell to their family members, friends and/or colleagues at work. Just refrain from selling to other St. Dunstan families because that takes away from our fundraising efforts.

St. Dunstan's 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.