



SCRIP NEWSLETTER

School Year 2011 - 2012

St. Stephen Scrip Program Overview

2011 - 2012 School Year

St. Stephen School participates in a fundraising program called Scrip. Funds generated by this program help avoid tuition increases while providing an excellent education. Each school family is required to generate a minimum of \$180 through this program.

What is Scrip?

Scrip is 'substitute money,' and looks and functions just like gift cards and gift certificates. Families and friends purchase Scrip for everyday expenses like food, gas, clothing, home improvement and entertainment. They then take the Scrip to those businesses in exchange for goods and services. The Scrip Order Form indicates the percentage of your purchase that applies to your Scrip commitment. Example: when you purchase one Starbucks \$25 gift card, 7% goes to St. Stephen School and your Scrip commitment is reduced by \$1.75 (or 7%). There are no added fees - it doesn't cost you a penny extra!

Required fundraising hours will be reduced for Scrip purchases as follows:

- 5 hours for the first \$180 in profit generated
- 5 hours for the payment of the \$180 buyout
- 1 hour for each \$25 in profit generated thereafter

You can meet the mandatory Scrip requirements in the following ways:

- Participate in the Scrip Program
- Buyout fee of \$180, paid by cash or check.
- Through a combination of participation in the Scrip Program and a cash or check payment pledge, for a total value of \$180.

Participation guidelines:

- Paper Scrip (gift certificates and gift cards) purchased between July 1, 2011 and May 15, 2012, count towards the Scrip commitment for the 2011-2012 school year.
- eScrip – Profits reported and paid between July 1 and May 15 qualify for the Scrip commitment.
- Lucky SHARES Program – Lucky profits reported and paid between July 1 and May 15 qualify for the Scrip commitment.

Families who have not purchased any Scrip by January 15 will be required to pay the \$180 buyout fee by February 15.

Families whose Scrip purchases through May 15 have not generated the full \$180 Scrip profit must pay the remainder of the commitment upon receipt of their year-end account statement.

Participation in this program is part of the contract you sign at the time of registration. Failure to fulfill this obligation carries the same penalties as non-payment of tuition and not completing your parent participation hours.

How do I participate in the Scrip Program?

We currently offer the four following options for participating in the Scrip Program:

- **Lucky SHARES (Supporting Humanities, Arts, Recreation, Education & Sports)**
- **ShopWithScrip**
- **eScrip (Electronic Scrip Inc.)**
- **Paper Scrip**

Lucky SHARES

Obtain a Lucky SHARES card by emailing Maureen Sullivan at scrip@ststephenschoolsf.org. Swipe your Lucky SHARES card when purchasing your groceries and our school will receive a 2.25% profit on your qualifying purchases.

ShopWithScrip

ShopwithScrip is a free, online Scrip management software from Great Lakes Scrip. This site allows St. Stephen families to order Scrip whenever they want. This site offers you convenience and better information. You can see your purchase history and order status 24/7.

It also offers “self service” options – Reloads, ScripNow! and eGift. These options allow you to purchase gift cards and earn money for St. Stephen School within moments.

One of the popular cards offering the reload option is the **Starbucks** card. Other popular reload brands include **Gap/Banana/Old Navy, Acro, Chevron, and Lowe’s Home Improvement**.

ScripNow! is ShopWithScrip.com's newest and quickest way to purchase Scrip. You can order, pay for, and print eCards for various retailers and use them within minutes.

Shopping has never been easier for everyone on your list with eGift from ScripNow! This new program lets you send electronic gift cards on-demand.

For more information on all these benefits, and a listing of participating merchants, visit the school’s website – www.ststephenschoolsf.org/scrip.

Scrip ordered and paid for before Friday at 3:00pm will be delivered as requested the following Wednesday.

eScrip

The eScrip program is a fundraising program in which participating merchants, many of whom you probably already regularly visit, contribute a percentage of your total grocery loyalty cards, credit card, and debit/ATM card purchases to St. Stephen School. A listing of all participating merchants can be obtained when you register for eScrip.

Registering on the eScrip website enables you to shop online at the eScrip Mall or at participating merchants' stores. Visit **www.escrip.com** and register by "clicking" on the Online Mall icon and providing the information requested. Identify the ATM and/or credit card you plan to use for your purchases. Include the St. Stephen School ID number: **137105234**. You will receive an eScrip supporter number.

When shopping, just use the ATM card or credit card that you registered, in order to receive credit for the purchases.

Shop at your favorite stores – Mollie Stones, Safeway, Andronicos, Macy's, Home Depot, to name a few – and a donation will automatically be made to St. Stephen School.

Ask relatives, neighbors, and friends to sign up, too! Their purchases can be applied to your account. Notify the Scrip coordinator, Maureen Sullivan, in writing at **scrip@ststephenschoolsf.org** of your family and friends' names in order to receive credit to your account.

Paper Scrip Sales

As in the past, please note that a limited supply of Scrip gift cards and gift certificates will still be available for purchase on the following schedule:

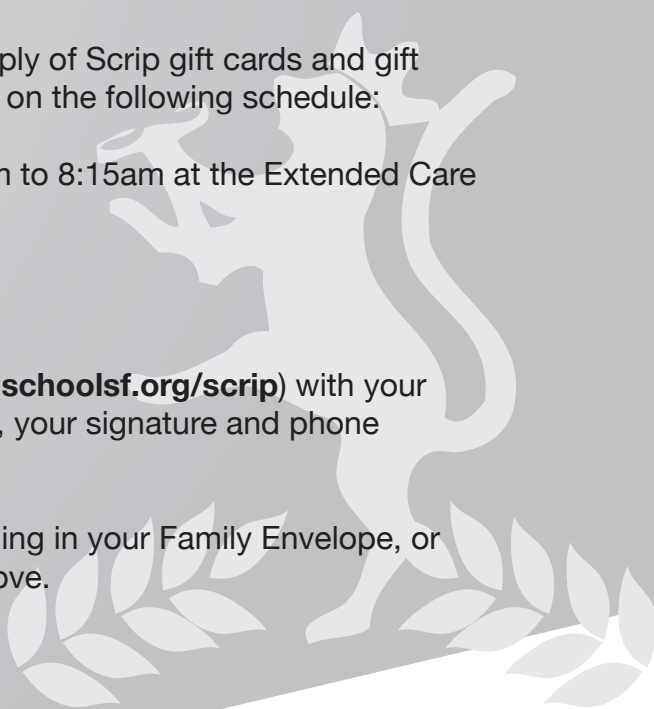
Monday, Wednesday and Friday from 7:45am to 8:15am at the Extended Care Center and/or through the Family Envelope.

Family Envelope System:

Complete an order form(s) (available at **www.ststephenschoolsf.org/scrip**) with your family account number, preferred Scrip delivery method, your signature and phone number.

Return your order form with payment on Thursday morning in your Family Envelope, or submit it to the Scrip Team on the days/hours noted above.

Your Scrip will be delivered to you per your instructions.



How do I pay for my ShopWithScrip.com orders?

Payments can be in the form of PrestoPay, check or credit card (VISA or MasterCard), as described below. You will be given the option to select the payment type each time you place an order, during the check-out process.

PrestoPay:

PrestoPay is a convenient way for families to pay online at the time they place their order. PrestoPay will debit your checking account for the face value amount of your order, plus a small convenience fee of \$0.39 per order. When the Scrip Team releases your order, your payment (minus the convenience fee) will be applied to the total you owe for your order.

PrestoPay payments are made to Great Lakes Scrip on behalf of St. Stephen School. If your payment is subsequently returned or rejected for any reason St. Stephen School will either (1) CANCEL the order if it has not yet been released, or (2) If the order has been released, you will be CHARGED for the face value of your order, PLUS A BANK CHARGE OF \$30.00.

Visit www.ShopWithScrip.com for complete instructions and an explanation of this payment program.

Reporting:

For the convenience of the St. Stephen families, reporting for all Scrip programs will now be compiled for easy viewing. You may access reporting through your ShopWithScrip account to keep you informed of your progress in meeting your Scrip commitment. Reports will show where you stand in all categories – Product Sales (gift cards and gift certificates) and Voucher Sales (auction credit, eScrip, Lucky SHARES and buyout).

Check:

Attach a check to your ShopWithScrip receipt (generated when you place your online order) and return in the Scrip Family Envelope or drop it off with the Scrip Team.

Credit card:

Write your credit card information (credit card number, expiration date and billing address including zip) on your ShopWithScrip receipt - generated when you place your online order. Sign the receipt and include it in the Scrip Family Envelope or drop it off with the Scrip Team.

Instead of writing credit card information on the receipt, you may now register your credit card with the Scrip Team. Credit card authorization forms are available online at www.ststephenschoolsf.org/scrip or pick one up from the Scrip Team. Completed forms will be kept on file for the current school year only. When submitting your ShopWithScrip receipt, simply write, “use credit card on file” and sign. Name on Scrip order must match the name on the Credit Card Authorization form.

Get Started Today!

We ask all families to log on to www.ShopWithScrip.com using the username and password sent home in your Scrip Family Envelope and complete the registration process. Once registered, please feel free to change your password. Even if you plan to use eScrip or Lucky SHARES exclusively, the reporting function of ShopWithScrip will help you manage your Scrip commitment.