

CROSSROADS CHRISTIAN SCHOOLS Fundraising/Tuition Reduction Program

WHAT IS



“SCRIP?”

SCRIP is a term that means “substitute money.” For our new families, SCRIP is actually gift cards that are just like the ones you would purchase at your favorite stores. The wonderful thing about participating in our Scrip program is that with every purchase, you receive a tuition reduction and contribute to the school at the same time.

How does it work? The school purchases the scrip cards from Great Lakes Scrip Center at a discount. For example: We receive 5% back for Stater Bros. scrip. If you purchase \$100.00 in grocery money, you receive \$100.00 worth, but the school pays only \$95.00. The \$5.00 profit is then split 50-50 between your child’s tuition and a fundraiser for the school. Funds raised help supplement programs such as technology, sports and fine arts. It’s a win-win situation. Scrip is a popular fundraiser because families don’t have to sell anything. Families produce revenue by making regular household purchases they would make anyway. Groceries, gas, clothing, home improvements, appliances, and gifts can be purchased with scrip cards. Discounts range from 2% to 25%, depending on the item.

Your savings are accumulated and you are automatically notified of the amount your tuition will be reduced. We do all the tracking and bookkeeping for your family in a special scrip computer program.

NEW THIS YEAR: We will be posting your tuition reduction only **once**, at the end of the year. In the past, we generated the tuition reductions three times a year. However, when the credit was less than \$20.00 in one trimester, we held it until the next trimester report and added it to that credit. This involved keeping track of another “hold over” report...thus monopolizing many staff hours. We feel this will be a much more efficient method of maintaining accurate records and will minimize confusion.

But we will keep you informed as to how you are doing! You will receive a notice **mid-October**, showing you how much credit you have accrued from purchases made from **April 1st (of last year) through September 30th, 2008**. You will receive your **final** notification **mid-April**, adding the credit amount from purchases made from **October 1st, 2008 through March 31st, 2009**. (The credits accrued from purchases made after March 31st go toward the next year’s tuition.) **The total value of the reduction will be applied to your May (final) tuition payment.** If you are on EFT, we notify your bank and reduce your EFT for any scrip credit you are due. Families that are paid in full will receive a refund check at year-end. If your scrip credit exceeds your student billing balance, you will also receive a refund check for the difference.

PLEASE NOTE: If a family’s total reduction for the year does not reach a minimum of \$5.00, the family will not receive any tuition reduction and the entire amount will be credited to the school. This is necessary due to the time restraints of our accounting department posting minimal amounts. Thank you for your understanding.

(Please turn to the next page for scrip ordering procedures and other valuable information!) ⇨⇨⇨⇨⇨



SCRIP ORDERING PROCEDURES

1. **NEW THIS YEAR!** Order forms will not be coming home every Monday as in the past. Scrip order forms are now on our **website** for you to print out whenever you need one! If you do not have access to the internet, we have order forms available in the school offices as always. The order forms have not changed; the items we keep in inventory are on the front page and the stores listed on the back (or second) page are non-stocked items that need to be ordered for you.
2. **Tuesdays** are Scrip Days! Please turn in your scrip order in your child's daily folder Tuesday morning. (Preschool parents, please drop off your order in the Scrip Box in the Preschool Office before 9:00 am.) Your child's teacher or assistant will collect orders and they will be filled that same day with items kept in inventory. You can also personally turn in an order to the Elementary Office.
3. There are several ways to receive your order on Tuesday: (select on bottom of front page)
 - You may elect to have your order sent home in your **child's backpack** on the same Tuesday that you place your order.
 - Specify that you want to personally pick up your order **in the office** later (at your convenience).
 - Specify that **another person** (friend, parent, co-worker) will be picking up your order (authorization on order form must be signed).
4. For items that we are **unable to fill on Tuesday** (due to being out of inventory or non-stocked items), a notice will be coming home, verifying your order status. Please watch for those items to be sent home in your child's backpack the following Thursday or Friday. Our inventory will also be replenished by approximately 1:00 pm on that day.

PLEASE REMEMBER – YOU DON'T HAVE TO WAIT UNTIL TUESDAY!

You can walk into the Elementary office personally and purchase scrip cards **ANY DAY OF THE WEEK** between 7:30 am and 4:00 pm. We're your one-stop shop for those last minute gifts and before you run your daily errands!

Some important guidelines and hints to make your scrip shopping a success:

1. The **first** Tuesday of each month is **Scrip Free Dress Day** when you turn in an order on that day. Your children love this opportunity, so don't miss it! Students must stay within our dress code. Free dress days are our biggest scrip days! Keep in mind that, due to the heavy volume of purchases on these days, there is a good chance your order will have to be ordered, arriving Thursday or Friday.
2. It is very important to always use a **current order form**. Vendors, denominations and discounts are constantly changing, so using a current form will ensure that your order can be processed without delay.
3. Please read the **Scrip News** in your weekly "Crossroads Connection" newsletter. This will inform you of **changes** in our vendors and alert you to **bonus discounts** offered by our scrip company.
4. Please attach a check or cash to your scrip order when sending it through the classroom. **Credit cards** may be used to pay for your scrip, but these orders must be made in person in the Elementary office. We ask that these transactions be a minimum of \$100.00. And should the situation arise where your check is returned by the bank, you will be charged a NSF fee of \$25.00.
5. If you have any questions, please contact Kari or Heather at 278-3199 or in the Elementary office.



HAPPY SHOPPING!