

St. Gabriel

the Archangel

and

shopwithscrip  .com

**St. Gabriel SCRIP Program Handbook
2016 - 2017**

SCRIP is an easy tool to help raise money for St. Gabriel the Archangel School. Participating SCRIP retailers sell their cards to St. Gabriel's at a discount. You purchase the cards from St. Gabriel's at their face value and the school gets to keep the savings. It's that simple.

The Scrip program generates over \$22,000 a year for our school. This is one of the fundraising options that St. Gabriel's uses to help keep tuition affordable.

This handbook offers an overview of the Scrip program

- Ways to Purchase SCRIP
- Annual Purchase Requirement
- Backpack Order Form
- Purchase Register for you to keep track of purchases

This document should answer your questions and help get you started on the road to SCRIP shopping. Simply find the option that works best for you and your family and then get started!

If you have questions, please contact the program coordinator by email, Margie Uxa at uxamr@swbell.net

Here's to a successful school year and happy shopping with SCRIP!

Scrip is fundraising while you shop!™

How to Purchase SCRIP

There are two ways to buy SCRIP – In-Stock and Online

IN-STOCK INVENTORY

We regularly stock over 40 different retailers (including 4 local retailers) in our inventory. Acceptable forms of payment are cash or check.

In-Stock Inventory can be purchased

- 1.) After the weekend Masses – Saturday 5pm and Sunday 9am and 11am – in the back vestibule of church.
- 2.) During the day on Tuesdays and Thursdays from 8am – Noon - at the Rectory.
- 3.) After School on Tuesdays and Thursdays from 2:45pm – 3:10pm - in the School Meeting Room.
- 4.) Through the Backpack Scrip order form available on school days Monday thru Thursday. This process is described below.

Backpack SCRIP

With the Backpack Scrip order form you simply fill out the form with your contact information, indicate which retail cards you would like to purchase, total your purchase and write a check payable to “*St. Gabriel*” - it is a good idea to write “*SCRIP*” in the memo section of your check. Send the order form and your check to school with your child. Direct your child to turn in the Backpack Order form to their teacher as soon as they get to school. Your cards will be sent home with your child that same afternoon. This type of purchase is limited to our in-stock inventory. This is a perfect way to receive your local grocery cards or pick up a last minute gift for a function you may be attending that evening.

A BackPack Order Form is included on page 8 of this document. Make a copy of the form and keep it handy as a reminder. You can also give copies to family and friends so they too can buy Scrip and help support our school and help you meet your required purchase amount.

The Backpack Scrip Order form is also available on the school website under the tab labeled For Parents/Students then Handbook and Forms -- Save it to your desktop for easy access.

How to Purchase SCRIP

Online Inventory – Setting up ShopWithScrip and PrestoPay Accounts

There are hundreds of participating retailers online and once you get set up with a ShopWithScrip account and are using PrestoPay, you will have numerous purchasing options. To purchase from the online inventory you first need to set up an account with ShopWithScrip.com.

Setting up a ShopWithScrip account

1. go to shopwithscrip.com
2. click on the “REGISTER” button
3. follow the simple registration instructions
4. click on “Join a Scrip Program”
5. **our organization code is 5E1B144F17489**

If you plan to pay for your online order by check you will need to send a check through school. Make the check out to “*St. Gabriel*” and address the envelop to SCRIP COORDINATOR.

Preferred Payment Method: PrestoPay is the preferred payment method when placing an order online. .

Setting up a PrestoPay account on ShopWithScrip.com

1. Enter your checking account and bank routing information.
2. ShopWithScrip will then verify your account:
This process takes about 2-3 business days. To verify your account information, ShopWithScrip.com (also referred to as GreatLakesScripCenter or GLSC) will make two small deposits into your bank account. So if you have online access to your bank account, check your account after 2-3 business days to confirm the two deposits were made. If you don't use online banking then you will have to wait for your next bank statement to arrive and check for the two deposits.
3. Verifying your PrestoPay account:
Using the 2 deposit amounts, return to the ShopWithScrip.com site then go back into PrestoPay and enter the deposit amounts where indicated. You will be asked to select a four-digit pin number, and enter it again to verify. Then, click ‘Next.’
BE SURE TO REMEMBER YOUR PIN! --- You will need it every time you use PrestoPay in the future.
4. Coordinator Approval:
Now that your account is verified, you will be issued an approval code that you must send it to your Scrip coordinator. The approval code will appear on your ShopWithScrip account and will be sent to you by email. Forward the email to your Scrip coordinator who will complete the process by entering the approval code on your ShopWithScrip account.

How to Purchase SCRIP

Online Inventory – Purchasing SCRIP at ShopWithScrip.com

Once you have established a ShopWithScrip.com account, you can choose from the hundreds of retailers that are available online...along with using the other purchasing options ScripNow! and Scrip Reload (which are described on the following page.)

You can place your order anytime (24/7) at ShopWithScrip.com.

If you are ordering actual cards, your Scrip coordinator will release orders on Monday morning by 10am and your order will be sent home with your child on the following Thursday.

To find a complete list of SCRIP retailers, go to www.ShopWithScrip.com and click on the tab labeled "SHOP".

Please remember that if you choose not to use PrestoPay but you place an online order, that order cannot be released until your check has been received by the SCRIP coordinator, and orders are released only once a week at 10am on Monday mornings. For that reason, you will want to consider using the PrestoPay option.

How to Purchase SCRIP

Purchasing SCRIP using ScripNow! and SCRIP Reload



ScripNow! is the newest and quickest way to purchase SCRIP on the ShopWithScrip.com website. You can order, pay for, and print eCards or e-mail an eGift card to someone special within minutes. Note: You must be enrolled in PrestoPay to use the ScripNow! feature.

Using ScripNow! is simple:

- Go to www.ShopWithScrip.com - choose a retailer and click on the ScripNow! product choice.
- Using PrestoPay, order your ScripNow! eCard in any amount and print it out immediately.
- The eCard may be redeemed in the store or online.
- ScripNow! continues to add new vendors, so check back often for an up-to-date list.

Reduce, Reuse, Recycle – RELOAD! Go Green with SCRIP!



RELOAD...you can reload a card you have already purchased through the SCRIP program.

When your Reload orders are placed and paid for before 3:30 p.m. EST, Monday through Friday, the funds will be added to your card overnight! Plus, for a growing number of retailers, you can add funds to your cards even faster with ReloadNow™. When you pay for your order with PrestoPay™, funds will be added to your card in minutes, 24 hours a day/7 days a week. If you pay by check, the funds will be on your card minutes after the order is released by your coordinator

Annual SCRIP Purchase Requirement

The requirement for purchasing SCRIP is a **minimum \$3000 per family, per year**. Just to give you an idea of the amount you will need to spend to stay on track to meet the minimum, that is an average of \$250 per month. The program time period for this school year is June 2016 through May 2017 this means summer purchases count toward your annual total.

Anyone can purchase SCRIP and their purchases can count towards your required purchase amount. A good way to reach and exceed the requirement would be to ask family members, friends and neighbors to buy Scrip and ask that their purchase(s) be put toward your Scrip purchase account.

Since your purchases are required, your SCRIP coordinator will keep an account of all school family purchases. If you pay by check, the information from your check will be recorded. If you pay by cash there is a 'Cash Log' that the Scrip seller will fill out so that you get credit for your cash purchase. If you purchase through ShopWithScrip.com and use PrestoPay, your Scrip coordinator will download your purchase information monthly and apply it toward your account. If you setup an online account for family or friends to purchase on your behalf, send an email to the Scrip coordinator to denote those purchases that should also go toward your account.

You will receive a statement approximately once each quarter (September, December, March and May) that will report on your period-to-date purchase activity. If you would like to keep track of your purchases, a SCRIP Purchase Register is also included in this document for your convenience (see page 9.) Report cards may be held beginning third quarter for inactive or delinquent accounts. If your minimum requirement is not met by the end of the school year, report cards will be held.

If at any time you would like to know your balance, contact your Scrip Coordinator – Margie Uxa by email (uxamr@swbell.net) and ask for a current balance.

SCRIP Buy Out Option

If you choose not to purchase SCRIP, you may opt to “**buy out**” of the program for **\$200**. Please send a check in that amount payable to “*St. Gabriel*” to the rectory in an envelope marked, “Attention Joan Miller” and indicate “*SCRIP Buyout*” on the memo section of the check.

BACKPACK SCRIP ORDER FORM

2016-2017

Orders Filled: Mon-Tues-Wed-Thurs

Name: _____	Date: _____
Phone: _____	_____
Send Home With: _____	Homeroom: _____

%	Retailer		Denom.	Qty.	Total	%	Retailer		Denom.	Qty.	Total
GROCERY						6%	CVS	R	\$ 25.00		
5.0%	Dierberg's		\$ 100.00			3%	Dairy Queen		\$ 10.00		
			\$ 25.00			8%	Great Clips		\$ 25.00		
						4%	Home Depot		\$ 100.00		
3.0%	Legrand's		\$ 20.00						\$ 25.00		
			\$ 10.00			5%	iTunes		\$ 15.00		
			\$ 5.00			5%	JCPenney	R	\$ 25.00		
4.0%	Shop 'n Save	R	\$ 100.00			4%	Kohl's		\$ 100.00		
			\$ 25.00						\$ 25.00		
			\$ 20.00			16%	Lands' End		\$ 25.00		
			\$ 10.00			4%	Lowe's	R	\$ 100.00		
3%	Whole Foods Market	R	\$ 100.00						\$ 25.00		
			\$ 25.00			8%	Noodles & Co.		\$ 10.00		
LOCAL RETAILERS						14%	Old Navy/Gap	R	\$ 25.00		
						9%	Olive Garden/Red Lobster		\$ 25.00		
10%	Quincy Street Bistro		\$ 25.00			9%	St. Louis Bread Co. - Panera		\$ 25.00		
20%	Eddie's Southtown Donuts		\$ 10.00						\$ 10.00		
10%	Mimi Nails		\$ 20.00			4%	PetSmart		\$ 25.00		
GAS CARDS						7%	Qdoba		\$ 25.00		
1.5%	U-Gas / 76 Gas / Phillips 66 / Conoco	R	\$ 100.00			2.5%	Sam's Club / Walmart		\$ 250.00		
			\$ 25.00						\$ 100.00		
1.5%	BP Gas	R	\$ 50.00						\$ 25.00		
1%	Mobil / Exxon Gas	R	\$ 50.00			7%	Starbucks	R	\$ 25.00		
2.5%	Shell Gas	R	\$ 50.00						\$ 10.00		
			\$ 25.00			8%	Steak 'n Shake		\$ 10.00		
						3%	Subway	R	\$ 10.00		
3%	Amazon.com		\$ 25.00			5%	Taco Bell		\$ 10.00		
8%	Applebee's		\$ 25.00			2.5%	Target	R	\$ 100.00		
9%	Barnes & Noble		\$ 25.00						\$ 25.00		
9%	Bass Pro Shop		\$ 25.00			8%	Texas Roadhouse		\$ 25.00		
13%	Bath & Body	R	\$ 10.00			7%	TJ Maxx/ Marshall's HomeGoods		\$ 25.00		
7%	Bed, Bath & Beyond		\$ 25.00			6%	Walgreens		\$ 25.00		
8%	Buffalo Wild Wings	R	\$ 25.00								
11%	Chili's/Maggiano's		\$ 25.00								

% - Rebate Percentage Paid by Retailer
 R - These cards can be Reloaded at ShopWithScrip.com

TOTAL - # of cards and \$ Amount		
---	--	--

Make check payable to "St. Gabriel"

Questions? - Contact - Margie Uxa - uxamr@swbell.net

revised-8/2/2016

