

OUR SHEPHERD LUTHERAN SCHOOL SCRIP POLICIES & PROCEDURES

FINANCIAL REVIEW

A financial review of the Our Shepherd Lutheran School Scrip account will take place at least once a year. The most ideal time to perform a review would be in late May after the payouts have been completed. A financial review may be performed at any time and when a financial review is to be performed, Our Shepherd Lutheran School PTL Board will designate someone to perform the financial review. The findings of the financial review will be reviewed by the Our Shepherd Lutheran School PTL board.

DISCLAIMER

Our Shepherd Lutheran School Scrip Coordinator, Our Shepherd Lutheran School PTL, Our Shepherd Lutheran School, Our Shepherd Lutheran Church, Great Lakes Scrip or any supplier involved in the scrip program, are not responsible for lost, stolen, discontinued, misplaced or expired cards. It is the responsibility of the individual who purchased the card(s) to be aware of any special instructions or expiration dates associated with cards purchased. Card purchaser must read any and all documentation supplied by the merchant issuing the card(s).

In the event there is an issue with any scrip card, the following course of action must be taken, in this order to try to rectify the situation:

- 1st Call the 800 number on the back of your card
- 2nd Contact your scrip coordinator
- 3rd Contact Our Shepherd Lutheran School PTL President
- 4th Contact Our Shepherd Lutheran School Principal

You also have the option of registering your card(s) with the merchant issuing the card. By doing this, if your card is lost, stolen, misplaced or expired you may have a better chance of getting that card replaced by the merchant. Registering of cards must be done on the web site of the merchant issuing the card. Not all merchants offer this option. Read the back of the cards to determine which merchants offer the option of registering gift cards.

FAMILY NAMES

When establishing a new family into the Shop with Scrip software, the family name will be used. No fictitious names will be allowed.

GIVING TREE

Early October the coordinator for the Giving Tree may submit a scrip order to the scrip coordinator for the upcoming Christmas season. When entering the order for the giving tree, either the Giving Tree Coordinator or the Scrip coordinator, use the family name Carol's Cupboard, Foodbank. Scrip cards will be sold in the Church Bookstore. At the end of the scrip sale the coordinator of the giving tree will return to the scrip coordinator the full dollar amount of the scrip ordered for the giving tree. Payment will be issued from the Church account. Any unsold scrip cards will remain with the Giving Tree coordinator.

INVENTORY BOX

Family members may purchase scrip from the inventory box Monday thru Friday. Scrip purchases **MAY NOT** be made during school hours (8:00AM thru 3:15 PM) unless scrip is being sold by scrip coordinator or someone selling scrip on behalf of the scrip coordinator and not involved with the teaching of students. Teacher(s) are not to be phoned, or dropped in on, while performing their duties as a teacher to sell scrip.

The inventory box is a convenience for everyone to purchase scrip cards. The inventory box is intended to be used in emergency situations. Use this when you have a need to purchase a small quantity of scrip cards, five cards or less. The inventory box was not meant to be, and will not be, anyone's personal shopping store. If you are looking to purchase more than five scrip cards, in a single week, you need to place an order, online or fill out an order form. Extra work, and money, is required every week to try to keep the inventory at sufficient levels so everyone will be able to utilize it when the need arises.

At no time will it be allowed to write on the yellow copy of the inventory order form for additional scrip

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orders. Once the yellow copy has been given to the individual, a new form must be filled out for further purchases

MAILING OF SCRIP CARDS

The scrip coordinator of Our Shepherd Lutheran School **WILL NOT** mail scrip orders to anyone any where. When ordering scrip for out of state/area family members it will be the responsibility of the family placing the scrip order to deliver the scrip to family or friends.

NON-SUFFICIENT FUNDS (NSF)

In the event a check is returned for non-sufficient funds, the party issuing the NSF check will be responsible for the original amount of their scrip order and any and all penalties accrued on the NSF check. The occurrence of a second NSF check, the offending party is responsible for the original scrip order plus any and all penalties accrued. Once a second NSF check has been received from the same individual the offending party must pay cash or use certificates for future scrip orders and scrip inventory purchases.

PRESTO PAY

Shop with Scrip has the option of signing up to use presto pay for payment of scrip orders. When using presto pay there is currently a \$.39 cent fee added to every scrip order placed using presto pay.

In order to sign up for presto pay, you must login into shopwithscrip.com and click on the presto pay option. Bank account number, routing number is most likely required with other information. When completed, you will be given an approval code. Send the approval code to your scrip coordinator and she/he will update your family profile to activate your presto pay account.

Presto pay is used for online orders only.

ORDERING SCRIP

The deadline for having scrip orders in, including online orders is as follows:

- 12:00 PM Sunday at the church office (summer schedule only June thru August). One scrip order will be placed each month. Date will be determined by scrip coordinator and a notice will be placed in the Church News & Notes)
- 12:00 PM Friday in the church office during the school year
- 3:30 PM Friday in the school office during the school year

Scrip box at school is located in the school office. The scrip box at church is located in the church office.

Your scrip coordinator has the option of submitting to Great Lakes Scrip an order any time after 3:30 PM on Friday, during the school year. Any orders that are entered online by any family after 3:30 PM Friday may or may not be processed. If your order has been entered after the 3:30 PM Friday deadline and the scrip order has been sent to Great Lakes Scrip, you will have to wait until the following weeks scrip order is placed in order to receive your scrip cards.

When scrip is being purchased that will be paid for with church funds and personal funds, separate order forms must be used.

When placing your scrip order in either the church or school scrip boxes your order form must have your check, cash or certificate included. Your scrip coordinator, at her/his discretion, may not process your scrip order until payment is made. **Credit cards are not accepted.**

Small pieces of paper with a scrip order written on it will not be allowed. Use the 8 ½ by 11 order form located outside the school office, the church narthex on the wall across from the bookstore, in the scrip box in the church office or your printed online receipt. Small pieces of paper are to easily misplaced or lost.

Phone orders will not be allowed.

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SCRIP PAYOUTS

There is a 75% (family portion) 25% (PTL portion) split on scrip payouts with a \$100.00 maximum payout to PTL on any family scrip rebate over \$400.00.

Examples of scrip payouts:

FAMILY SCRIP REBATE	FAMILY PORTION (75%)	PTL PORTION (25%)
\$100.00	\$75.00	\$25.00
\$300.00	\$225.00	\$75.00
\$400.00	\$300.00	\$100.00
\$715.00	\$615.00	\$100.00

Family payouts may be assigned to any organization, as chosen by the Family member, associated with Our Shepherd Lutheran Church or Our Shepherd Lutheran School. Checks will be issued to Our Shepherd Lutheran Church only and distribution of funds will come from Our Shepherd Lutheran Church to designated organizations.

Families will be notified in May, via payout letter, of how much scrip rebate money they have accumulated and will be asked to respond within a specified time frame as to where they would like their funds to go. All payout letters must be returned. When splitting your payout among multiple organizations, you must specify how much of your funds are to go to each organization. Any family not responding within the specified time frame, as stated on the payout letter, will have their accumulated funds donated to an organization within Our Shepherd Lutheran Church or Our Shepherd Lutheran School as chosen by the Our Shepherd Lutheran School PTL Board. Accrued scrip monies MAY NOT be carried over to the next school year. All scrip monies earned within a school year will be paid out that school year. **NO EXCEPTIONS.**

Early payouts will be handled on an as requested basis any time during the school year. The family requesting an early payout **MUST** request the early payout in writing (e-mail will also be accepted) two weeks before payment is due, stating what organizational group, and what dollar amount, they wish their funds be sent and submit it to the scrip coordinator. The amount requested will not exceed the total dollar amount the requesting family(s) has accrued. The scrip coordinator will then issue a check for the dollar amount specified by the requesting family(s) and give said check to the Church Bookkeeper or person in charge of the organizational group, on the requesting family(s) behalf.

Payout checks will be made out to Our Shepherd Lutheran Church, with a listing of the organization(s) and families contributing to that organization.

Teachers will be the only exception to scrip payouts. All monies accumulated thru the scrip program by an Our Shepherd Lutheran School teacher (Primary Class Room Teacher) will have their rebate monies paid directly to them unless specified otherwise.

Teachers that are exempt are as follows:

Pre3 and Pre4, Kindergarten thru Eighth grade, Technical and Special Education.

Checks will be written to individual family(s) only in rare circumstances, at the discretion of the scrip coordinator. Example, overpayment of a scrip order.

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WHERE SCRIP FUNDS MAY BE DISTRIBUTED

The following are organizations within OSLC and OSLS where families may have their accrued scrip funds distributed. Organizations may be added or deleted at any time with the approval of the PTL Board.

Camp Arcadia
Camp Shepherd
Camp Wolverine
Carols Cupboard - Food Bank at OSLC
8th Grade Trip - 8th Grade Families only
Deborah Circle
Debt Reduction
EKWIP - Equipping Kingdom Workers in Preparation
Facilities Wish List
Family Life Ministries
General Fund OSLC
Kids of The Rock
Kitchen Buyout
Love for Others
Mexicali Mission Trip
Music
OS Child Care
OS Field Trips
OS Mops
OS School Tuition Family (Gift)
OS School Tuition for My Family
OSLS Assist Fund
OSLS LSEM Program - Lutheran Special Education Ministries
Parent Work Session Buyout
Preschool Fees
PTL
PTL Time & Talent Buyout
VBS
Women Ministries