

# SCRIP

01. What is SCRIP? Gift cards and certificates that you purchase at face value to spend like cash or give as gifts.
02. Order forms are available to print from [www.lcss.org](http://www.lcss.org) St. Lawrence SCRIP form
03. How do I fill out a form? Why do I need to fill out a form? The first time you fill out an order form, please include your phone number and an email address. After the first order, family name and send home information. If there are multiple denominations, please circle the preferred denomination and print the Qty in the Qty box, Total value for that vendor in the Total \$ box. If you need to change vendors or denominations, please update your form. Data entry is done straight from the forms and we need to know what inventory to order for the next week.
04. SCRIP sales: St. Lawrence school families may choose to send in orders and payments weekdays, with school children. Orders are filled each day and sent home with designated child if form specifies. Friday SCRIP sales and ½ day SCRIP sales are in the teachers lounge, from 2:30 until 3:15 or 11:00 until 11:30 (there are exceptions and I stay until the line is done) SCRIP is sold after all weekend Masses, except the Sunday 5:00 mass. No SCRIP sales on Christmas Eve, Christmas Day, or Easter.
05. SCRIP is available after each PTO meeting.
06. Can I order now and pay later? Orders should be paid up front.
07. Can I use a credit card to purchase SCRIP? No. As an alternative, you can reload your Payless card with a credit card and purchase other gift cards at Payless for emergency purchases and vendors who don't participate.
08. How does SCRIP generate money for the school? We purchase the gift cards and certificates at a discounted rate, we sell them at face value, the difference is our profit. While it doesn't seem like much, as a group we generate hundreds of dollars each week in profit.
09. Are cards re-loadable? **ONLY – St. L. PAYLESS** cards benefit St. Lawrence, and apply to your profits. We purchase the cards from Kroger corporate office, the card numbers are linked to St. Lawrence. Carole spends hours looking up the card “owners” and doing the data entry for card re-loads. We earn well over \$1,000 each month in Payless re-loads. Other cards say re-loadable, and they are, but you don't get credit from St. Lawrence for any reloads except Payless/Kroger.
10. What clearing house do we purchase from? We purchase from Great Lakes SCRIP Center. Local vendors, we go directly to them and make our purchases.

11. Special orders are due either by phone or email to Carole by 3:00 Sunday afternoons. Orders are in and distributed by Wed. or Thurs. same week.
12. St. Lawrence PTO SCRIP Tuition Enrollment form:  
For families with at least one child enrolled in the Lafayette Catholic Schools or St. Lawrence Pre-School 4/5 class.
13. Parishioners or family members of Enrolled families may designate their profits to another family, as indicated on the enrollment form #2. (it is the same enrollment form, just mark #2 issue credits to designated family account.)
14. Enrolled Families, friends and extended family members do NOT need to re-enroll unless they want to change the designation of their tuition credits.
15. Tuition credit reports are sent home, at least three times a year, to any enrolled family who purchased this tuition credit year ( 4/1 through 3/31). Final tuition credit reports are issued after April 1<sup>st</sup> and before April 15<sup>th</sup> to be available for calculations in next year's tuition.
16. We do not issue checks for tuition credits earned. You can not carry over tuition credits. Central Catholic finance office credits enrolled family accounts per tuition credit report by family name.
17. Enrolled family must earn a minimum of \$100 profits (Contribution column on the tuition credit report). When the minimum has been met all linked accounts profits apply.
18. Enrolled family received 50% of profits earned including all linked accounts. So if a single enrolled family earned \$110 in contributions (profits) in the year, the tuition credit for that family will be \$55. Likewise, if the family has \$95 in contributions and linked accounts add \$55 in profits, the family will receive (\$0) of tuition credit, because the enrolled family did not meet the \$100 profit minimum.
19. Tuition credit is earned for the following school year.
20. I want the same order each week. Do I have to fill out an order form every time? No, mark you order form with **"Standing Order"** and indicate how often you want to pick it up. Pay when you pick up, the same order will be re-ordered each time you pick it up. No paperwork for you to do.