



St. Mary School Scrip Program Information Packet

History and Definition

Scrip is a certificate (gift card), recognized by payers and payees as the equivalent of currency. In 1988 Scrip was introduced as a revenue resource tool at St. Vincent High School in Petaluma, which was in desperate need of funds and facing closure. They came up with the idea of using grocery store gift certificates to raise funds for the school. The program was a great success, raising \$30,000 for the school and simultaneously establishing an ongoing relationship between the Catholic School of the Santa Rosa Diocese and the National Scrip Center. Since 1988, Scrip has grown to become an integral part of raising money for schools, churches, and charitable organizations (Catholic, public and private alike) and has rapidly expanded throughout the United States.

Program Description

The St. Mary School Scrip program was instituted as a convenient means of adding to the school's operating budget and helping to limit increases in tuition. In recent years, the types of Scrip offered by vendors have become more numerous, adding choices and convenience for parents, relatives, alumni and friends of St. Mary Parish School who are purchasing Scrip.

The St. Mary Scrip Program consists of three parts, **Scrip Gift Cards, eScrip and Raley's/Nob Hill Quality of Life Card.**

Although Scrip Gift Cards are the most popular form of Scrip, grocery purchases through eScrip and Raley's/Nob Hill Quality of Life cards are a convenient way to reach the annual requirement for each family.

All Scrip gift card purchases (GL Scrip) will be recorded by the Scrip Coordinator and reported in a quarterly statement.

All Raley's/Nob Hill Quality of Life Card purchases and eScrip purchases (which also tracks Safeway Club cards) will be tracked and reported in December and in June.

The Raley's/Nob Hill Quality of Life program and Scrip Gift cards will be tracked for contributions from June 1st of the previous school year through May 15th of the current school year. Due to a time lag in reporting by eScrip, eScrip will be tracked from July 1st through March 31st of the current school year.

Scrip Gift Cards

Scrip Gift Cards are a form of gift certificates or gift cards that the school purchases at a discount and resells to supporters at the face value for which it can be redeemed. Depending on the vendor, the school can earn from 2% to 20% of the face value of the scrip card. Each vendor provides its own scrip card, some with the words "Gift Certificate" printed on it. At the store it spends just like cash; there are no catches or hidden charges. If your purchases require change, each store has its own policy.

Purchasing Scrip Gift Cards

For your convenience, there are two ways to purchase Scrip gift cards:

1. Fill out the order form in the Friday Scrip envelope that will be sent home with your oldest child. Orders **must** be returned to the school in the Scrip envelope by 8:30AM Monday morning. Orders are placed with

Great Lakes Scrip Company by the Scrip team on Monday afternoon. Once received, the cards are processed and orders are filled on Thursday afternoon. Your filled Scrip order will be delivered to you via the option you select.

2. Scrip Gift Cards may also be purchased during school hours in the Front Office (Monday-Thursday, 8AM-3PM; Friday, 8AM-2:45PM. We try to keep the most popular cards in stock; but due to ongoing purchases we cannot guarantee that everything will always be available.

Methods of Payment

We currently accept Cash or Check for Scrip Gift Cards. If you would like to use your credit card, you must purchase or order your scrip in person at the school office and have your credit card available so that it may be swiped. *The minimum purchase to use your credit card is \$200.*

eScrip and Safeway Club Card

This web-based program (www.eScrip.com) allows a portion of credit card and ATM card purchases with participating merchants to be contributed to St. Mary School. Families must create an account and register their credit cards and Safeway Club Card online. Brick and Mortar stores that contribute are listed on the website. Once you register your credit cards or ATM cards the rebate you have earned for the school is automatically posted to your account (within 5-7 business days).

eScrip also allows for online purchases from major retailers. However, you must first go to www.escrip.com to select an online retailer and use their website as a portal to get to your online shopping destination. For example, if you have already registered your credit cards and Safeway Club Card with eScrip and you would like to purchase something on eBay (or any other qualified merchant) you go escrip.com first and look up the online merchant list. Click on eBay and it will take you directly to the eBay site.

Once you register your credit cards, ATM cards, family member cards, and company credit cards, a percentage of all purchases from these cards will count towards your annual Scrip commitment.

Registration Process for eScrip and Safeway Club Card

There are 6 easy steps to securely register as a St. Mary school supporter with eScrip,. Once you've gone to www.eScrip.com and selected the sign up menu item, click the Sign Up button!

1. Identify your school: Group Name: St. Mary School I.D. #137965198
2. Provide the necessary information about yourself.
3. **Register the Club Cards (i.e. Safeway) of the Grocery Store where you shop.**
4. Register additional Credit and Debit cards (i.e. Visa, AMEX, Master Card, ATM Visa)
5. Register Retail Credit Cards (i.e. Macys)
6. Double check what you have entered and then press CONFIRM. This will successfully register you with eScrip.

Procedure for tracking Safeway/eScrip purchases

The St. Mary School Scrip team **WILL** track your Safeway/eScrip contributions as long as all of the requested paperwork has been completed and returned to the school office. Status of contributions will be reported to families in December and June.

You may also login to your account and access this information at any time. To access your account: Log onto www.escrip.com, enter your Safeway card number and name on the account. Access your information. Please note the Safeway/eScrip tracking is three (3) months behind.

Registration process for Raley's/Nob Hill Quality of Life Card

Obtain a Quality of Life card from St. Mary School at the School Office.

When you receive your card, you may register it online at

<https://www.raleys.com/cfapps/qualitycard/appform.cfm>. Fill out the necessary information and your card will be registered. If you already have a Quality of Life Card and you have an account set up, see the instructions below to track your contributions and purchases.

Sample Contribution Structure for Nob Hill Quality of Life Card

Tiered Contribution Structure

- 1% on monthly purchases up to \$300
- 2% on monthly purchases between \$300 to \$500
- 3% on monthly purchases between \$500 to \$600
- 4% on monthly purchases over \$600

Example of how Quality of Life card works:

If your monthly purchases totaled \$650:

<u>You Spend</u>	<u>Donation %</u>	<u>Donation Amount</u>
Up to \$300	1% of \$300	\$3.00
\$300 to \$500	2% of \$200	\$4.00
\$500 to \$600	3% of \$100	\$3.00
Over \$600	4% of \$50	<u>\$2.00</u>
Total Contributions		\$12.00

Procedure for Tracking Raley's/Nob Hill Quality of Life Card Purchases

The St. Mary School Scrip team **WILL** track your Raley's /Nob Hill Quality of Life contributions as long as all of the requested paperwork has been completed and returned to the school office. Status of contributions will be reported to families in December and June.

You may also login to your account and access this information at any time. To access your account:

1. Go to www.raleys.com
2. Click on "about us" in the top menu
3. Scroll down to "Quality of Life Card" and click on card
4. On the bottom left click on "Select our Scrip Program"
5. Enter your card number and password and you should have access to your contributions to St. Mary School

If you have any questions, please feel free to email Kristina Ryan, Scrip Program Coordinator at scrip@stmarygilroy.org. Please remember that the Scrip team is a volunteer group, so it may take a few days to get back to you.

Quality of Life Card

Frequently Asked Questions

How do I register my Quality of Life Card? I don't have a computer so what do I do?

Perhaps a family member or friend could assist you. Also, the public libraries have computers for use, which are free; and of course, there's Kinko's but there is a charge to use the computer.

I logged on to your website and I still don't know where to go to register my Quality of Life Card. Where do I go after I've logged on to your website?

Please select the Quality of Life Card under *Neighborhood* from the column on the left. Please choose Option 2 – “Click here to activate your card”.

I think I registered my Quality of Life Card but I don't know for sure. I tried to register it again and now I'm getting a message that phone number is already used. What do I do?

Please select the Quality of Life Card under *Neighborhood* from the column on the left.

Please choose Option 3<ETH> Scrip and log in as a returning guest by entering your card number and password.

Here is a suggestion to assist you in accessing your account. The card number is the first 11 digits on the back of the card, starting with the 4, do not include spaces or dashes. The password field is limited to 8 characters. If you find your password is longer, please only enter the first 8 characters. Your password will be case sensitive.

I can't seem to find where I need to go on your website to select an organization. Where do I go?

If you've obtained a card from the organization you've chosen to support, your card will have the organization already attached to it. If you've obtained a card from one of our stores you will need to select the organization.

Please log in as a returning guest by entering your card number and password. “Your Account Information” will be displayed and instructions to select or change the organization and contribution percentages are located between the banner headlines “Scrip Program” and “Your Account Information.”

If you do not see the organization you would like to designate as the beneficiary, please use the search feature located in the upper left of the screen. Enter one word of the organization and all of the organizations having that name will be displayed. For example,

if you're looking for ABC Middle School Booster Club, enter ABC. All of the organizations having the name ABC will be displayed. Once you've selected your organization and indicated the % to be donated, don't forget to update your organization. Scroll down to the bottom of the page and in the lower right hand corner in a green block your selected organization(s) and % will appear. You may designate as many organizations as you choose as long as the overall total equals 100%.

I lost my Quality of Life Card and I got another one but the system won't allow me to register this new card. How can I register this new card?

All replacement cards must be issued through Consumer Affairs (916) 373-6590 or (800) 925-9989.

I've forgotten my password and I've changed e-mail address so I can't get my password. What is my password?

If you've forgotten your password, please click on the area just underneath the password field. When you enter your card number and e-mail address you will be able to reset your password and access your account.

I've been trying to register my Quality of Life Card but I keep getting a message that my card is invalid. What do I do?

Please call Consumer Affairs (916) 373-6590 or (800) 925-9989 for assistance.

I want to take a look at my account but I don't know how to do that. What do I do?

To access your account, please select Option 3 Scrip and log in as a returning guest by entering your card number and password.

Here is a suggestion to assist you in accessing your account. The card number is the first 11 digits on the back of the card, starting with the 4, do not include spaces or dashes. The password field is limited to 8 characters. If you find your password is longer, please only enter the first 8 characters. Your password will be case sensitive.

I made several trips to the store last week but when I look at my account online, my account doesn't reflect my purchases. Why not?

Our system typically updates over the weekend. Any purchases you make will not be reflected in your account until the following week.

What percentage of my purchases goes to the organization?

The contributions are calculated on a graduated tiered schedule from 1 to 4% based on each participant's total accumulated monthly purchases. Your purchases are calculated on a monthly basis. Please refer to our Terms and Conditions to review the calculations and qualifying purchases.

Online Security regarding eScrip

eScrip places a tremendous value on the relationships it has with its program participants across the country. Safeguarding personal information is one of their highest commitments. eScrip will not license, sell, exchange, or distribute any specific information about its participants to any third parties who are not directly involved in the eScrip program. By participating in the eScrip program you are authorizing them to use information relating to your registered card transactions for the limited purpose of processing rebates to your designated organization and providing cumulative reports to your organization. No purchase details are provided to eScrip, only the dollar amounts and the card numbers for processing contributions.

Regarding the safety of giving out credit card numbers, eScrip has contracted with a national processor who provides state-of-the-art technology for administration of the eScrip program. This process involves flagging these card numbers for program use. The participating retailers provide the processor with the purchase information so a donation amount can be applied. eScrip's systems meet the strict requirements of the participating merchants in the area of security, safety, and confidentiality. Additional information on their privacy policy is fully spelled out online at www.eScrip.com



ST. MARY SCHOOL SCRIP PROGRAM MAIN POINTS

ALL SCRIP PROGRAM ORDER PACKET ENVELOPES WILL BE SENT HOME WITH YOUR CHILDREN IN THEIR BACKPACKS ON FRIDAYS.

COMPLETED SCRIP ORDERS IN THE SCRIP ENVELOPES ARE DUE ON MONDAY MORNING BY 9AM

ACCEPTABLE PAYMENTS ARE CASH OR CHECK. IF YOU WANT TO PAY WITH CREDIT CARD, THOSE PAYMENTS NEED TO BE MADE IN THE OFFICE AND YOUR CREDIT CARD MUST BE PRESENT. AMOUNT ORDERED MUST BE \$200 OR MORE.

ALL SCRIP ORDERS WILL BE DELIVERED BY YOUR CHOSEN METHOD OF DISTRIBUTION ON FRIDAY. IN CASE OF A HOLIDAY ON MONDAY OR FRIDAY, YOUR ORDER MAY BE DELAYED.

THE RALEY'S/NOB HILL QUALITY OF LIFE PROGRAM AND THE SCRIP GIFT CARDS WILL BE TRACKED FROM JUNE 1ST OF THE PREVIOUS SCHOOL YEAR THROUGH MAY 31ST OF THE CURRENT SCHOOL YEAR.

DUE TO A TIME LAG IN REPORTING BY eSCRIP, eSCRIP WILL BE TRACKED FROM JULY 1ST THROUGH MARCH 31ST OF THE CURRENT SCHOOL YEAR.

YOU WILL RECEIVE QUARTERLY STATEMENTS DETAILING YOUR PURCHASES FROM GLSCRIP. THESE REPORTS WILL BE SENT HOME IN YOUR SCRIP ENVELOPE. YOU WILL RECEIVE A STATEMENT IN DECEMBER (BEFORE CHRISTMAS BREAK) WITH YOUR CONTRIBUTIONS FROM RALEYS/NOB HILL, AND ESCRIP/SAFEWAY.

THE SCRIP BOX WILL NOT BE AVAILABLE AFTER 2:45 ON FRIDAYS!

YOUR FINAL SCRIP REPORT WILL BE SENT HOME WITH YOUR OLDEST GRADE CHILD IN EARLY JUNE.