### USER GUIDE

# what is **SCRIP** and how do I use it?

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### WHAT IS SCRIP?

Scrip fundraising is a program that enables our families to easily reduce their tuition and help fund school operations for ACS.

Scrip is just another way to pay for everyday purchases using gift cards in place of cash, checks and credit cards.

### **HOW DOES IT WORK?**

We purchase gift cards and certificates from local and national vendors at a discounted rate and sell them to you for full face value.

### HERE'S AN EXAMPLE...

Mrs. Smith needs groceries, so she buys a \$100 Quality Foods gift card through the ACS Scrip program, which we have purchased from the vendor for 5% less than face value. When Mrs. Smith checks out at Quality Foods she pays with her gift card instead of using a credit or debit card. It's that easy! (Each retailer, both locally and nationally, has a different percentage discount.)

By using your existing household shopping budget to purchase Scrip, you don't have to sell anything or incur any out-of-pocket expenses to reduce your tuition and help support ACS.



### **HOW ARE THE PROFITS DISTRIBUTED?**

Families receive **70% of the profit** from their Scrip purchases towards their tuition based on the normal Scrip profit percentage allowed by the merchant. ACS receives the other 30%. (Using the previous example, the Smith family would earn \$3.50 towards their family tuition and ACS would earn \$1.50. It's easy for a family to earn \$500 to \$1,000 in a year and many families earn much more!

# WHAT IF I DON'T WANT MY CREDIT TO GO TOWARDS MY FAMILY TUITION?

If you choose, you can have the 70% profit you earn from Scrip purchases go towards the supporting parish of your choice. You can also choose to use that money to support a specific part of the ACS system such as our Guardian Angel Fund, a staff member, or an ACS family of your choice. Please contact the ACS Scrip Coordinator at tduellman@assumptioncatholicschools.org or 715-422-0909.

# WHO CAN PURCHASE SCRIP?

Anyone can purchase Scrip! Grandparents, aunts, uncles, friends of the family or neighbors can all purchase Scrip and **designate your family** to receive credit towards your tuition. Please contact the ACS Scrip Coordinator at **tduellman@assumptioncatholicschools.org or 715-422-0909** for more information.

Scrip is the largest ongoing fundraiser for Assumption Catholic Schools and helps us significantly with funding tuition assistance and other general needs.





### WHAT IF MY CHILD ISN'T IN SCHOOL YET?

No problem! You can start earning credit towards your tuition even before your child enters kindergarten! Please just let our ACS Scrip Coordinator know if you would like to "bank" your Scrip credits to be used once your child is attending one of our schools.

### WHEN IS THE SCRIP YEAR?

The ACS Scrip year runs from May 1 to April 30. All credits earned from May 1st to the first day of school will be credited to that school years tuition.

### WHICH SCRIP CARDS ARE NORMALLY KEPT IN-STOCK AT THE ACS SCRIP OFFICE?

To see a full list of the physical Scrip cards we normally keep in stock at the ACS Scrip office, please visit **www.assumptioncatholicschools.org**, select the "Giving" link, then select the "Scrip" link. You'll then find an option to download the current scrip order form. Any retailer not listed on this order form, but available for order on **www.ShopWithScrip.com**, is considered a special order. Delivery of these cards will vary depending on your order date.

### **IN-PERSON**

#### **ACS Scrip Office**

Located in the Assumption High School building (445 Chestnut Street) but most easily accessed at the Hill Street entrance.

### **SCRIP SALE HOURS**

Tuesday 11-2 Thursday 11-6 Friday 9-1

### SUMMER HOURS

Monday 9-12 Tuesday 11-2 Thursday 11-6

### **CLOSED SATURDAY & SUNDAY**

The ACS Scrip office is also closed for major holidays. We may also have to close due to inclement weather.

### SCRIP IS ALSO AVAILABLE IN THE FOLLOWING LOCATIONS:

Our Lady Queen of Heaven and St. Vincent de Paul school offices during the school year. Please contact your parish secretary regarding availability of purchasing Scrip after mass at your church.

### **NEED A SCRIP FORM?**

Scrip forms can be downloaded and printed very easily by visiting **www.assumptioncatholicschools.org**, select the "Giving" link, then select the "Scrip" link. You'll then find an option to download the current scrip order form. You can send the completed form, with payment, to your school office through the Friday Folder at that school.

> Scrip orders may be paid using cash or check. A \$20 fee will be charged for any checks returned due to non-sufficient funds.

### **SHOP ONLINE**

www.ShopWithScrip.com



Shop online for easy access to Scrip from hundreds of retailers from across the nation!

### **GET STARTED**

To place an online Scrip order, you will need to create a ShopWithScrip® account. Go to **www.ShopWithScrip.com** and click on the "Join A Program" button at the top of the page. You will need to enter a unique enrollment code. This code allows the ShopWithScrip® system to link your account activity with ACS.

Next, fill in all the required information and click "Register". You will be asked to select two challenge questions and provide answers, which will be required if you forget your password. Keep in mind that your answers are case-sensitive.

# **IT'S EASY TO ORDER ONLINE**

You can place orders on www.ShopWithScrip.com a few different ways.

# 1) SHOP TAB

#### Looking for a gift? Not sure what's available?

Click "Shop" at the top of the page and use this feature to sort products and browse by category, card type or rebate percentage.

# 2) EXPRESS ORDER

#### Know exactly what you want?

Quickly add the items to your card using this feature.

# 3) SHOPPING LISTS

#### Order the same products each week?

Add these items to a shopping list for easy ordering, then set reminders so you get an e-mail when it's time to place another order.



### USING WWW.SHOPWITHSCRIP.COM

You can manage your ShopWithScrip® account through your Dashboard, which you can access by clicking the "Dashboard" link at the top of any page. From here, you can check your account activity, change your profile and password. You can also run your order and rebate history reports.

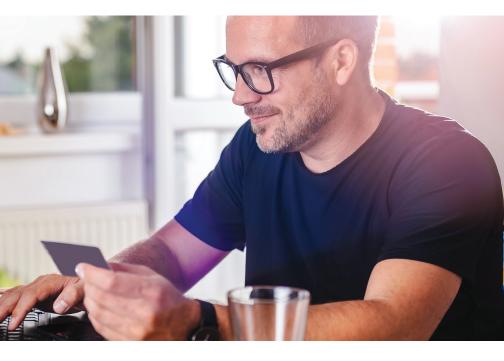
### LOCAL VENDORS ON SHOPWITHSCRIP.COM

Please be aware that some of the percentage discounts offered via **www.ShopWithScrip.com** may be different than what we can offer for purchases made at ACS.

### **DELIVERY OF ONLINE ORDERS**

Online orders of physical Scrip cards will be available for pick-up at:

- 1) School Office
- 2) Via your child's Friday Folder
- **3)** Sent to your parish for pick-up after mass.





### PRESTOPAY<sup>™</sup> ONLINE PAYMENT MADE EASY

Enroll in PrestoPay<sup>™</sup>, the online payment method offered through ShopWithScrip<sup>®</sup>, and pay for your orders with the electronic funds transfer system. It's easy, it's secure and it allows you to skip the hassle of paying with cash or checks.

### **TO SIGN UP**

#### Simply log on to your ShopWithScrip® account and follow these steps:

- Click on the Payment Types link under Family Functions on your Dashboard to activate family online payments.
- Enter your bank account information on the secure website.

Once your account is activated, you'll be ready for online payments! For a small convenience fee of only \$0.15 per order, you'll have the quickest and easiest way to pay for your online Scrip orders!

## **REDUCE, REUSE, RELOAD**

Go green and reuse Scrip cards instead of throwing them away! Use the Reload option on **www.ShopWithScrip.com** to add money



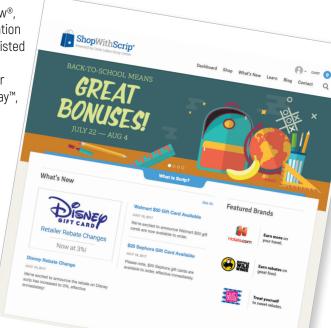
to selected gift cards you've already purchased instead of waiting for a new card. (Not all retailers participate.)

#### Simply log on to your ShopWithScrip® account and follow these steps:

- · Select the brand of the card you want to Reload or ReloadNow®.
- Register the card by entering the card number.
- Name your card to keep track of it for future Reload orders.

With Reload and ReloadNow<sup>®</sup>, you can add any denomination to your card between the listed minimum and maximum. Plus, when you pay for your Reload order with PrestoPay<sup>™</sup>, your funds will be added to your card overnight for orders placed before 2:30pm Monday-Friday and ReloadNow<sup>®</sup> orders will process in minutes. It's so convenient!

If registering a second card, and finished with the first card, please be sure to delete your older cards!



If you choose to pay for your ShopWith Scrip® orders using a check, you will need to stop at the ACS Scrip Office to provide your check before we will place your order. For your convenience, we strongly urge you to sign-up for and to use Presto Pay".

### PURCHASE SCRIP INSTANTLY



ScripNow<sup>®</sup> eCards are electronic gift cards that can be ordered and printed right from your ShopWithScrip<sup>®</sup> account–perfect for those last-minute situations! You can also send ScripNow<sup>®</sup> eGifts via email. With the option to add a personal message, just schedule a delivery or a specific date up to a year in advance for birthdays, thank you's, graduations and more!

### **HOW TO ORDER**

- Browse ScripNow® brands and select the product you would like to purchase.
- Choose any denomination in \$10 increments between the listed minimum and maximum.
- Pay with PrestoPay™ to receive your ScripNow™ in minutes!
- You will be able to access your eCard from your ShopWithScrip® account.
  Print it off and redeem it at a store or copy and paste the certificate code for online purchases.





### **MYSCRIP WALLET**

Want to purchase Scrip while on-the-go? Check out the mobile website! All you have to do is visit **www.ShopWithScrip.com** using your mobile device and login with your ShopWithScrip® account.



- Shop ScripNow<sup>®</sup>, Reload and ReloadNow<sup>®</sup> brands.
- Pay securely with PrestoPay™.
- Manage eCards and Reloads.
- Redeem right from your Apple or Android device.
- · Conveniently save the web page to your home screen for easy access.

### **QUESTIONS?**

Contact your ACS Scrip Coordinator tduellman@assumptioncatholicschools.org or 715-422-0909

### VOLUNTEERS ARE NECESSARY TO KEEP THE SCRIP OFFICE OPEN FOR WALK-IN SALES.

**PLEASE CONSIDER VOLUNTEERING TODAY!** 



tduellman@assumptioncatholicschools.org 715-422-0909