

## SCRIP GUIDELINES

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### What is scrip?

- Scrip is grocery, retail, gas and restaurant cards that you use just like CASH!
  - You purchase cards at face value.
  - The choir scrip purchases them at a discount.
  - The savings is split between you and the Choir Scrip Program. For example, for every \$100 dollars you purchase of Meijer scrip (4% rebate (2.5/1.5)) \$2.50 goes towards student scrip account and \$1.50 goes to the Scrip Program General Fund.
- Besides everyday shopping, use them as stocking stuffers, teacher's gifts, employee appreciation gifts et al!!! Encourage family, friends, neighbors and co-workers to participate.

### How to order

1. Scrip Agreement
  1. This document is shown below (and can be printed separately). It explains the rules of the program. When placing an order you are agreeing to the rules listed in the agreement.
2. Scrip Ordering Schedule
  1. Current Hours are 5:30-6:45 Thursdays in the High School lobby while school is in attendance.
  2. Exceptions may be made due to school breaks and holidays
  3. Summer hours are 5:30-6:30 –Thursdays (days to be announced at the beginning of the summer).
3. Scrip Order Form
  1. Forms are available during Scrip Ordering or on Choir blog,
  2. Enter the number of gift cards into the Qty column for the gift card of choice.
  3. In the Total column enter the amount (number of cards X \$ denomination).
  4. Total Columns and Total Sale
  5. Checks are payable to MSCA
  6. Bring Order form and check to Scrip table.
  7. **NEW CUSTOMERS-fill out NEW CUSTOMER BOX**
  8. **Scrip Program fee is 1.5% deducted from the listed% on the order form.**
  9. If we have sold out of any desired gift cards, an order will be placed and the order will be available at the next Thursday. You may proceed to end of the table for orders.
  10. Additional National Gift Cards may be ordered and picked up the next week.  
To see a list visit: [www/glscrip.com](http://www/glscrip.com) See Retailer List on Left mid page.

## **Guidelines / Agreement for participation**

The Mona Shores Choir Association cordially invites your family to participate in the Scrip Program. You do not need to have a child in Choir to use the program. A small percent is charged for a fee to help support the administrative cost of the program. Your account balance is accrued by spending money as you normally would on groceries, clothes, gifts, and more.

The program guidelines are listed below for your review. All families who choose to participate agree to abide by these terms.

1. Merchants have agreed to deduct a certain percentage (which varies from merchant to merchant) for each scrip card purchased. One and half percent of this will be credited to the Scrip General Fund; the remainder is credited to the purchasing family's account.
2. Merchants have the right to change the percentage to be paid to the school without notice. Whatever that percentage is at the time of purchase applies. Every attempt will be made to inform participants of any change in percentages as soon as possible.
3. Families who have no children at the school may use the funds for Mona Shores School expenses. No cash may be paid to any family. Funds may also be transferred to other accounts by email request.
4. If the account is not used for a period of one year, the balance will be forfeited to the Scrip General Fund.

### **Use of funds:**

**The Choir Scrip Fund was set up primary to benefit Choir students in the expenses of participating in Choir and attending Mona Shores Choir sponsored trips and camps. However, we welcome families who would like to use the funds to offset cost of other MONA SHORES SCHOOLS related activities.**

1. Funds may be requested on Thursday's during Scrip table, to request funds you may precede to the end of the Scrip table.
2. Your fund balance will be checked before a check is written. However, the family has responsibility to reimburse the program if more money is deducted than is in the account.
3. No checks will be mailed or delivered by Scrip Table volunteers. You must pick it up.
4. Payment of account in the form of Scrip is not allowed.

**CHECKS MAY BE WRITTEN TO MONA SHORES SCHOOLS ACTIVITY OR EXPENSE including these examples:**

- Lunch Account
- Community Education
- Pay to Play
- Educational fees for classes or tests
- Mona Shores School Choir/Band/Sports/Clubs related expenses
- Graduation Ceremony Expenses
- Tickets to Arts and Sporting Events

**ALSO CHECKS MAY BE WRITTEN FOR:**

- **JOSTENS-Yearbook**
- **MONA SHORES SCHOOLS SPONSORED TRIPS**
- **VOICE and INSTUMENT INSTRUCTION**
- **Pre-11<sup>th</sup> GRADE SCHOOL PICTURES**

**CHECKS MAY NOT BE WRITTEN FOR: EXAMPLES:**

- **FOOD or GRADUATION PARTY EXPENSES**
- **OTHER SCHOOLS**
- **DRIVERS TRAINING EXPENSES**-we do have scrip available for MI Driving Academy
- **CAMPS not related to MONA SHORES SCHOOLS**
- **OTHER SUPPLY COST including school supplies not purchase from the school**
- **SENIOR PICTURES**