

Annunciation Catholic Academy

QUESTIONS & ANSWERS

1. **What is Scrip?** Gift cards that you purchase from ACA.
2. **What is the Scrip Program?** Scrip is designed to help schools with fundraising or as a tuition assistant tool. ACA has chosen to use Scrip as a tuition assistant tool for the ACA Community.
3. **How does it work?** ACA purchases gift cards from merchants at a discount. The discount ranges from 2%-20%, depending on the merchant**. We then sell the certificates at face value to you. The difference between the discounted price and the face value is the amount that goes into your account after the Administration Fee has been deducted. Use Scrip for weekly grocery shopping, birthdays, gifts, Christmas and you will watch your account grow!
4. **How many months of tuition can I accumulate and when does it start applying to my tuition?** There is no limit, you can accumulate as many months as possible for the year. The Scrip year runs from July 1, 2009 to June 30, 2010. The ending balance on 6/30/10 in your account will be applied to your August, 2010 tuition and will then carry over to as many months that you have accumulated. For families with 8th graders, the balance of your account as of April 30, 2010 will be applied to your last tuition payment in May 2010.
5. **Does this program benefit the school?** This program does not directly benefit the school. Families who participate in Scrip benefit by reducing the amount of tuition they pay for the year. Scrip money can also be used to help a family in need with tuition or be designated to the general scholarship fund.
6. **What is the Administration Fee and how much is it?** The Administration Fee covers all costs associated with this program, including shipping, processing, and printing. The 10% cost is deducted directly from each order.
7. **How do I order Scrip?** Shop online at www.shopwithscrip.com or look over the Merchant List, fill out the order form and turn in the order form with payment into the Scrip Office located in the teacher's workroom above the front office or the Scrip box at the front desk.

ORDERS MUST BE turned into the School, online or Scrip Office each week by Wednesday at 9:00am.
PICK UP ORDERS at the Scrip Office on the following Tuesday from 7:30am to 8:15am or
Wednesday from 7:45am to 9:00am.

8. **How do I pay for Scrip?** You can pay with a check, cash, Visa, MasterCard, or Discover or PrestoPay if ordering online. If you choose to charge your order on Visa, MasterCard or Discover, your order will be accessed a 2% handling fee.
9. **Do I have to participate?** Absolutely not. This is a service provided to families who choose to participate.
10. **What if I am not attending the school but want to purchase Scrip?** For parishioners or friends of ACA, the procedures are the same but the % saved will go to a specific family or to our general Scholarship fund. You must denote on the enrollment form where the % saved will be applied.

Merchant lists change periodically as well as percentages/discounts. The percentages maintained in our software will be the official percentages used. We do not have any control over back orders or merchants that are not available any longer.

SCRIP Office Contact Information

Jill Drafts | jdrafts@earthlink.net | 407-464-0163 • Layne Missigman | missigman@earthlink.net | 407-865-7285
Julie Vandendriessche | jvandendriessch@sprintmail.com | 407-862-5223

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HOW THE SCRIP PROGRAM WORKS

Complete Annunciation Scrip Program Forms

- Scrip Enrollment form & Waiver of Release (if needed) - located on Annunciation Website under the Scrip link.

Submit orders manually through the Scrip Office or front office:

1. Check retailer list for list of retailers and denominations. Review the Great Lake Scrip database for specifics on scrip including restrictions. If you have any specific questions please access their website at www.glscrip.com.
2. Complete the official order form. Additional order forms are available online at the ACA website or at the front office.
3. Turn in information (order form with payment)
 - Send it to school with your child to be sent to the office.
 - Drop it off in the SCRIP box at the school office near the front desk.
 - Bring in your order during SCRIP office hours - every Tuesday from 7:30am to 8:15am and/or Wednesday between 7:45am and 9:00am. Orders must be received by Wednesday at 9:00am in order to be ready for pick up the following week.
4. Payment
 - Cash
 - Check payable to “Annunciation Scrip”.
 - Visa, MasterCard, or Discover information (subject to a 2% handling fee)

Submit orders online at ShopwithScrip.com: (see separate flyer for specific instructions)

1. Register at ShopwithScrip.com using Annunciation’s Enrollment Code (#4CDF89FF1416L)
2. If you want to electronically prepay—register for Presto Pay.
3. Order scrip online day or night from the convenience of your home or office. If you order online, you will not be able to bring it in and try to fill it out of inventory. A separate manual order will be needed to get scrip from inventory.
4. All ordering and payment information needs to be submitted by the processing deadline on Wednesday at 9:00am. Any unpaid orders will not be pulled for processing.
5. Payment
 - Presto Pay—electronic debit from checking account
 - Manual options—must be submitted with confirmation page of order:
 - Cash
 - Check payable to “Annunciation Scrip”.
 - Visa, MasterCard, or Discover information (subject to a 2% handling fee)

Pick up scrip every Tuesday from 7:30am to 8:15am and Wednesday from 7:45am to 9:00am.

- Purchase scrip gift cards from our on hand inventory during scrip office hours.
- Pick up ordered scrip in person during regular scrip office hours.
- Have someone on your Waiver of Release Form pick up scrip for you
- No scrip will be delivered to students. Too much financial risk!

Each family will receive an annual report of their detailed information including their current tuition credit. Additional reports available upon request.

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