



St. Thomas More Academy

*Educating the heart, mind and soul*

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## **STMA SCRIP- Gift Cards Program**

Version II

### ***How does it work?***

Do you go to Starbucks at least once a week? Do you take your kids to Chuck E Cheese, the movies, Game Stop, Toys R US, or Borders? Do you buy gas at BP, Chevron, Exxon, GetGo or Mobil? Do you eat out at Panera, Baja Fresh, Bonfish Grill, Longhorn Steakhouse, Macaroni Grill or Olive Garden? Do you buy clothes at Macy's, Sears, TJ Maxx, WalMart, JC Penney or The Children's Place? Do you shop at Tanger Outlets in Rehobeth Beach? THEN YOU CAN EARN TUITION CREDIT BY BUYING GIFT CARDS FOR THESE SAME RETAILERS THROUGH THE SCRIP PROGRAM!

All you need to do is START! We will walk you through registering online at the Great Lakes SCRIP Center ([www.shopwithscrip.com](http://www.shopwithscrip.com)) where you can EASILY place orders anytime from over 300 merchants that participate. The credit percentages range from 4% to as high as 20%- it varies from store to store and they often have special offers running to take advantage of. Most gift cards are available in low quantities such as \$2, \$5 or \$10 increments and up- it really is convenient and easy, you'll wish you started it months ago!

75% of the rebates earned go directly towards your family tuition. The remaining 25% goes towards overhead/shipping costs and commission for the SCRIP coordinator. As the program grows, our goal is to increase the rebate percentage that goes to families.

I suggest you start by looking through the Participating Retailers lists we've provided (alpha and by category) and make note of the businesses you patronize regularly and start by purchasing cards from the businesses you frequent. Then, remember when birthdays, holidays and other gift buying times come around that you can multiply your tuition credit by buying gift cards for everyone on your list- it's EASY and the TUITION CREDITS can really add up!

### ***Get Family and Friends to Sign up and earn even MORE tuition credit!***

Here's an idea- get friends, family, even neighbors to register in SCRIP and order cards for themselves OR have them order cards through you- either way you get the tuition credit! Make it easy- give them a copy of the list of merchants and remind them there is NO COST to participate! There are over 300 retailers to choose from all across the nation- so even family that lives out of the area can participate! AND- MANY WEBSITES ACCEPT GIFT CARDS for payment! *Are you ready to get started earning tuition credit????*

## **HOW TO REGISTER**

~ Go to [www.shopwithscrip.com](http://www.shopwithscrip.com). Go to the "MEMBERS LOGIN" orange box on the right hand side and click- "Not a Member?". Follow the directions provided including creating your own personal password (be sure to make note of it!). After the initial set up, you will only need to enter your email address and password to login.

~ Click the "Join a Non-Profit Organization" and enter our school enrollment code:

**863F8E3214761**

~ Click "Join"- now you are ready to place orders!

## **OPTIONAL:**

Great Lakes SCRIP now offers a convenient way to pay called "PRESTO PAY". This is a secure electronic form of payment that is deducted from your checking account and only costs .39 cents/transaction! If you set this up, you will NOT have to send in a check for your order! Follow the instructions to register for Presto-Pay, and after you confirm a small deposit into your checking account, it will be ready to go! Presto-Pay is OPTIONAL and can be used as desired- it is not automatically used each time for payment- you must CHOOSE it at the end of each order as your method of payment- so you have to complete control of it for when you are including orders from friends and family etc.

## **HOW TO PLACE AN ORDER**

~ Click on "Order SCRIP" at the top of the page. Select "STMA" and then "Next". You can find merchants in a couple of ways:

- Select "Filter Product Items" to find by category
- Enter the name of a merchant in "Search Products"
- At the bottom of the page, click on "Complete Retailer List" to see them all

~ Click on a merchant that you want to order gift cards from and then enter the quantity of cards- noting carefully the VALUE of the gift cards offered! Some merchants offer more than 1 card value (such as Starbucks which offers \$10 and \$25 gift card denominations). You have to click "Add to Cart" after each entry to ensure it is added/ordered.

~ You can look at your total order by clicking "Shopping Cart" at any time (left side) or "Display Cart" to see a detailed description. You can edit or delete entries as necessary in "Display Cart" as well.

~ When you are done, click "Finish Order"

~ If you are paying by check, PRINT OUT TWO COPIES OF YOUR ORDER- send one into the school (attn: SCRIP orders) with your check made out to "STMA". If you paid with Presto Pay, print one copy of the order for your records- the coordinator will receive a copy of your order and payment electronically.

~ Orders are placed every other Monday now. As the program grows, we can adjust the order times and frequencies. **THIS PROGRAM WAS SET UP TO BENEFIT STMA FAMILIES-** so suggestions and ideas are welcome and encouraged! The **ONLY** thing we cannot control is the cost for shipping of the cards which runs from \$7~\$14 depending on the shipping time requested.

~ A reminder email will be sent to all families that have asked to be a part of the SCRIP program with a hot link to the website 2~3 days before each order deadline. If you already registered, just click on the link to place an order in time. If an order is placed after the deadline, it will have to wait till the next ordering time unless you are willing to cover the total cost of shipping yourself.

~ Cards are typically distributed on the Monday following the order deadline during dismissal. If school is closed or it is a holiday, pick up will be the next day school is in session or we will send an email with the details. Other arrangements can be made by contacting the coordinator directly.

### **APPLICATION OF TUITION CREDITS**

~ A monthly report is sent to the STMA bookkeeper. She then applies the credits to your individual tuition accounts. Because of the timing of the reports, you will probably not see the credits appearing until at least a month after you have earned them.

### **SUMMER ORDERING/DISTRIBUTION**

~ The program continues through the summer and your credits are "banked" and continually tracked so as to be applied to your tuition account when you begin payments again for the next year.

~ Ordering deadlines are the same throughout the summer, or the coordinator will send an email to everyone with any changes due to vacations and holidays. Generally, distribution day in the summer moves to Tuesdays at 9:00am at STMA, the same as FOCE Grocery Cards. But if necessary, other arrangements can be made in the summer, if that distribution time does not suit your schedule.

### **CONTACT INFORMATION**

**STMA SCRIP Coordinator - Dawn Bartman**

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Please do not hesitate to contact Dawn or Mary Patil (Fundraising/Development at STMA) regarding this very beneficial tuition assistance program should you have any questions!!!!