

SSCD SCRIP Rebate Program

Saints Cosmas and Damian School
205 N Chestnut Street
Punxsutawney, PA 15767

Parents,

Thank you for your interest in the SSCD SCRIP Rebate Program. The following pages will explain the program for you. You will also find a registration form included in this packet, please fill it out at your earliest convenience and send it back to me.

The SSCD SCRIP Rebate Program has been developed to assist the families of the Saints Cosmas and Damian School with the cost of tuition. This is not the same as the Star Foundation or the other Tuition Assistance Programs currently being offered at the school. The SSCD SCRIP Rebate Program is available for all families, regardless of income, with children from Preschool to 8th Grade. This program is not mandatory, it is completely your choice to participate.

SCRIP is a term that means “substitute money.” When we purchase SCRIP, we are purchasing negotiable gift certificates and prepaid cards that are used just like cash. Please review the information on the following pages. If you have additional questions, please do not hesitate to call or email me.

Faleasha Dobbins
SCRIP Program Coordinator
(814) 938-9379
sscdscrip@verizon.net

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The SCRIP program known as the SSCD SCRIP Rebate Program (formerly the Tuition Reduction SCRIP Program) began on September 18th, 2006. Since then families have generated \$XXX,XXX in tuition savings to date. We have sold \$X,XXX,XXX in gift certificates to date. Last year we sold \$XXX,XXX in certificates and the tuition savings was \$XX,XXX.

You may be asking yourself some of the following questions: What is SCRIP?, Why was the program developed?, What does it cost to participate?, Who can enroll in the program?, How will the program benefit me or SS Cosmas & Damian School?, How do you get SCRIP?, How does the program operate?, Why should I use the program?, Can I use the program if I have no children attending the school?, and Can I use the program if I have a child that I may send in the future?

Well, before I answer these questions, I have a few questions to ask you:

- 1.) Do you buy food to eat?
- 2.) Do you buy gas to run in you vehicle?
- 3.) Do you eat at restaurants?
- 4.) Do you buy clothes?
- 5.) Do you buy building materials to repair or remodel your house?

If the answer to any of these questions is YES, then you can benefit from the SCRIP program and support SSCD School.

Now let me answer some of your questions. SCRIP is an unique opportunity to reduce tuition payments and support the school by purchasing gift certificates to your favorite grocery stores, restaurants, local stores, and a variety of service businesses. You receive dollar for dollar gift certificates or gift cards that can be used like cash.

The program was developed because many schools and other non-profit organizations tired of soliciting money through an endless variety of fund raising campaigns like candy, gift wrap, and etc. This program allows the supporter of a school group to provide financial support for that school at NO additional cost to themselves. It costs nothing to support the Program. You order gift certificates and pay face value (\$ for \$). Then we purchase them from our participating merchants, large volumes of SCRIP at a discounted rate. These discounted rates vary from merchant to merchant, ranging from 1.5% to as high as 50%. The profit is then allocated into the designated funds. Therefore, every time you buy certificates from us your account get money put into it!

Virtually anyone can enroll in the program (SS Cosmas & Damian School and non-school families, general parishioners, non-parishioners, relatives, etc.) as long as they are willing to comply with the program guidelines. The rebates you generate will be assigned to the SS Cosmas & Damian fund of your choice or to a specific Tuition Account. (Ex: A merchant offers a 10% discount. Of your purchase of \$200 from that merchant, you have generated a rebate of \$20.)

Order forms are made readily available. They can be picked up at the school or church office and are periodically sent home with the students. They are also available upon request via email to sscdscrip@verizon.net or online at www.sscdchurch.com. Order forms must be turned in by Monday at 9:00am and will be filled and available for pickup on that Friday. **No late orders will be processed.**

Please see the attached packet for information on how the program will operate and all necessary enrollment forms. This is a fundraising effort that everyone can participate in and it doesn't cost you ANYTHING extra. You just pre-purchase for the product that you are already buying. SCRIP comes in the form of gift cards and gift certificates to the various stores, restaurants, and retail establishments.

You can use the program whether you have students enrolled at SSCD or not. You can designate your savings to go to other families, the General Operations Fund, or the Scholarship Fund. There is also an option to receive your rebates personally. (There is a \$35 fee for this option and can only be received at the end of the program year.) There will be an Administrative Fee for processing orders of .75% or 3/4% based on your total sales amount. (Ex: If your order is values at \$100, your Admin Fee will be accessed at \$0.75.)

The SSCD SCRIP Rebate Program is always looking ways to expand. If you own a company or know someone that would like to participate, please ask for a business participation packet. This packet contains the necessary forms and information in order for enrollment. It's a win/win situation for the business and your family. The business receives their money up front and your family receives a rebate on the tuition cost for every purchase made at their business.

You can also support the program by spreading the word. Tell all of your family and friends about the program, and how it works to support SSCD and Catholic Education. Don't forget to mention that it does this at NO extra cost. The easiest way for your family to receive rebates purchased by family and friends is to include their certificate order on your order form. Then no additional paperwork is required. Otherwise, they will need to complete the Designate/Donor form in order for your family to receive proper credit. Gift giving is also a great opportunity to use SCRIP. Give a gift card or gift certificate and purchase it through SCRIP.

Any changes or additions to the program will be expressed in the newsletter. The SCRIP Newsletter is composed monthly and will be sent home with your child or via email.

Let me close with the Top 10 Reasons to Buy SCRIP:

- 10.) You do not have to buy anything you don't normally already!
- 9.) You receive between 1.5% and 50% in rebates with every purchase you make!
- 8.) You get to help the school and spend no extra money!
- 7.) Using SCRIP can reduce the need for more fundraisers!
- 6.) Everyone can participate because it is all individually based!
- 5.) Using SCRIP helps you budget your money and plan ahead!
- 4.) Shopping at participating businesses enhances community support!
- 3.) There are numerous local and national merchants from which to choose!
- 2.) There is a variety of uses: groceries, shopping, gift, home repairs, dinner, etc.!
- 1.) IT'S EASY! IT'S CONVENIENT! IT'S FUN! AND IT REALLY WORKS!

If you would have any additional questions, please feel free to contact me by phone or via email.

Sincerely,
Faleasha Dobbins
SCRIP Program Coordinator
(814) 938-9379
sscdscrip@verizon.net

SSCD SCRIP Rebate Program

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205 N Chestnut Street
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Hello SCRIP Participants,

It is time to register for the SSCD SCRIP Rebate Program. **Everyone who plans to participate must register.** Below are the instructions for the enrollment forms and instructions for placing orders.

If you have children attending SSCD, please complete the Family Form.

- 1.) Please list only **ONE** child.
- 2.) Choose your rebates to be contributed to the SSCD School **OR**
- 3.) Choose your rebates to go to your personal SCRIP account **OR**
- 4.) Choose your rebates to be paid directly to you. (A \$35 processing fee will be deducted and payment will only be made at the end of the program year.)
- 5.) If you want to have **a student bring home your certificate envelope**, please fill out and sign the disclaimer section of the form. (Section #2)
- 6.) If you want to **pick up your certificate envelope yourself**, please complete and sign Section #3 and circle the appropriate office.
- 7.) **Sign the Form.** If you signed the disclaimer in Section #2 or Section #3, you still must sign the bottom of the form (Section #4) as well.

If you have children who are OR may plan to attend SSCD in the future, please fill out the Family Form.

- 1.) Please put a check on the line at the top right of the form indicating that you are a future family.
- 2.) Follow steps above.

If you are a family member or friend that would like to assist others with their tuition reduction, please complete the Donor/Designate Form. As a Donor you have the following options:

- 1.) Please indicate whether you will be assisting a future family by marking the top right corner.
- 2.) Donate your rebates to the **General Fund**. This account is funded by donors that do not have students enrolled in the school. The General Fund was developed to cover program operating costs, with any remaining profits going to the School..
- 3.) Donate your rebates to the **Scholarship Fund**. This account is funded by donors to help families who participate in the program, but still need some additional assistance.
- 4.) Donate your rebates to the **School**. This account is funded by donors to directly contribute to the school.
- 5.) Donate your rebates to the **Church**. This account is funded by donors who wish to directly contribute to SSCD Church.
- 6.) Donate your rebates to **Another Family**. (A donor can choose up to three families to help.)
- 7.) Choose your rebates to be paid directly to you. (A \$35 processing fee will be deducted and payment will only be made at the end of the program year.)
- 8.) If you want to have **a student bring home your certificate envelope**, please fill out and sign the disclaimer section of the form. (Section #2)
- 9.) If you want to **pick up your certificate envelope yourself**, please complete and sign Section #3 and circle the appropriate office.
- 10.) **Sign the Form.** If you signed the disclaimer in Section #2 or Section #3, you still must sign the bottom of the form (Section #4) as well.

If you have a child that is going to be in 8th Grade for the 2011-2012 school year, and you will not have another child going to SSCD, we ask that you participate in the program by designating to either the General Fund or the Scholarship Fund.

Help us to make Catholic Education available and affordable to all students. This program offers great benefits, and you have the perfect way to send and receive your order; your child.

Please complete the appropriate form and return it to the School or Church Office. If you have any questions, please call or email the SCRIP Program Coordinator, Faleasha Dobbins, at (814) 938-9379 or sscdscrip@verizon.net.

After completing the enrollment form, you are ready to use the SCRIP Program. There are many options available to you in order to make a SCRIP order. They are listed below:

- 1.) Mondays from 7:30-9:00am in the Teachers' Lounge, during the school year, Cash & Carry is available for purchase. Cash & Carry orders are taken from the cards and certificates that are kept in stock. Therefore, this is first come, first serve basis. Cash & Carry order forms are available at the time of purchase or online at www.sscdchurch.com. (If there is no school on Monday, SCRIP will be sold on Tuesday.)
- 2.) All other order forms are due Monday at 9:00am to the School or Church Office. You may also drop your order in the collection basket at Mass. **No late orders will be accepted. They will be held over for the next week.** Orders are processed every Monday and will be distributed that Friday via the option you chose on the enrollment form. If you have indicated that you want to pick up your order at the School Office, you may do so during school hours only. If you have chosen to pick up your order at the Church Office, you may do so from 9:00am-4:00pm. If a child is designated to bring certificates home, the certificates will be given to them. Order forms are available at the School or Church Office or online at www.sscdchurch.com. (If there is no school on Monday, orders must be received by 9:00am Tuesday.)
- 3.) You may place your order online at www.shopwithscrip.com. Payment and a printed receipt of your order are due Monday by 9:00am. These orders will be handled just the same as above. (In order to place an order online, you **MUST** have turned in your enrollment form. Once the Program Coordinator receives your completed enrollment form, you will receive an email with online ordering instructions.)
- 4.) Cash & Carry will be available in the Teachers' Lounge on Wednesdays from 2:00-2:30pm during the school year. If Wednesday is a half day, SCRIP Cash & Carry will be available in the morning from 7:30-9:00am. If there is no school on Wednesday, there will be no Cash & Carry.
- 5.) Cash & Carry is available in the Gathering Space after all weekend Masses at SSCD Church.
- 6.) SCRIP will be sold during the summer months. The summer schedule will be sent home with your child and via email before the end of the school year.

Please see the next page for the Policies of the SSCD SCRIP Rebate Program.

Before signing the appropriate enrollment form, make sure that you have read and understand the policies of the SSCD SCRIP Rebate Program. If there are any questions, please contact the SCRIP Program Coordinator, Faleasha Dobbins, at (814)938-9379 or sscdscrip@verizon.net.

Policies of the SSCD SCRIP Rebate Program

- 1.) The SSCD SCRIP Rebate Program will run weekly, except over the summer break. A summer schedule will be published and distributed. Any questions about the program should be directed to the Program Coordinator, Faleasha Dobbins, at (814) 938-9379 or sscdscrip@verizon.net.
- 2.) There will be an Administrative Fee for processing orders of .75% (or ¾%). The fee is based on your TOTAL SALES AMOUNT. If you have elected to receive your rebate personally there is an additional fee of \$35 and can only be received at the end of the program year.
- 3.) The program year runs from May 1st to April 30th. Earning Statements will be made available before registration for the following school year. (i.e. Rebates earned during the 2011-2012 school year will be deducted from tuition for the 2012-2013 school year.) Any discrepancies must be brought to the attention of the Program Coordinator within 30 days from the statement date.
- 4.) All orders are due by Monday at 9:00am to the School or Church Office. **No late orders will be accepted. They will be held over for the next week.** Orders are processed every Monday (except if there is no school) and will be available for pick up at the School Office during school hours only. If you have indicated that you want to pick up your order at the Church Office, you may do so between the hours of 9:00am-4:00pm. If a child is designated to bring certificates home, the certificates will be given to him/her.
- 5.) Certificate orders will only be given to adults placing orders UNLESS the Disclaimer (Section 2) was completed on the enrollment form. This must be done **each school year** before the certificates will be released to a child. These forms are kept on file.
- 6.) Checks must be payable to Saints Cosmas and Damian School or SSCD School. These checks are non-tax deductible. Rebates earned are tax deductible ONLY if you have indicated Option #1 on your enrollment forms which designates funds to the Church or School. Anyone writing a NSF check will incur a fee of \$50.00 to be paid to Saints Cosmas and Damian School SCRIP Program. After two (2) NSF checks are tendered on your account, only cash, money orders, or cashier checks will be accepted as payment. No further personal checks will be accepted.
- 7.) **Purchases cannot be made on credit.** All certificate purchases must be paid for at the time of purchase.
- 8.) The SSCD SCRIP Rebate Program is being offered to promote the education of students at the Saints Cosmas and Damian School. You have three (3) options of allocation for these rebates. However, if no option is selected, then the rebate, less any administrative fees, is automatically retained by the SSCD SCRIP Rebate Program. There is no income tax deduction available if no allocation option is selected.
- 9.) If for any reason you choose to leave SSCD, your rebate will be held in your account for two (2) years. After which time, if there has been no allocation determination, the rebate, less any administrative fees, will be automatically retained by the SSCD SCRIP Rebate Program.
- 10.) The certificates can be used just like cash or checks at participating merchants. Certificates may have an expiration date varying from six months to two years. Some merchants limit the amount of change that can be returned from a certificate purchase. Some merchants also limit the number of certificates that can be used per transaction.
- 11.) Neither SSCD School nor the SSCD SCRIP Rebate Coordinator is responsible for any lost or misplaced certificates.

Family Form

This form is to be used by participating or future school families only. If you have a family member or a friend that would like to help you, please have them complete the Designate/Donor Form. Remember even if you completed and signed in Section 2 or 3, you still must sign Section 4.

1. To be completed by all families participating in the SSCD SCRIP Rebate Program.

Your Name _____
Last First MI
Address _____ Email _____
City _____ State _____ Zip _____ Telephone _____

Your telephone number and email are required to set up your account. **Your telephone number is your account number.**
Your telephone number will be kept confidential and will not be made available to anyone.

Rebate Options:

1. I/We hereby designate _____% of any of the rebates received as a result of the SCRIP that I/we purchase under this Agreement as a contribution to SS Cosmas & Damian School. This contribution is a tax deduction under Section 170 of the Internal Revenue Code, subject to satisfaction of applicable substantiation requirements.
2. I/We hereby designate _____% of any of the rebates received as a result of the SCRIP that I/we purchase under this Agreement as to be credited to the tuition account of: _____ family. This designation is not tax deductible.
3. I/We elect to be personally paid _____% of any of the rebates received as a result of the SCRIP that I/we purchase under this Agreement. This designation is not tax deductible. **(A processing fee of \$35 will be deducted and payment will only be made at the end the program year.)**

This election will remain in effect for all purchases made on or after the date of this Agreement. This Agreement may be modified only by signing a new Agreement.

2. Disclaimer. Complete this portion **ONLY** if you would like your child to bring your certificates home. Your child will **ONLY** receive certificates placed under your account number. Certificates **WILL NOT** be sent home with your child if you do not sign this disclaimer. You may assign a second child in the event that the first child is not available to receive your order.

I authorize the SSCD SCRIP Rebate Program Coordinator to release my SCRIP to my child. I will not hold SSCD School or the Coordinator responsible for any lost or misplaced certificates.

First Child's Name _____ Grade # _____
Second Child's Name _____ Grade # _____
Your Signature _____ Date _____

3. I will pick up my certificates at the (Circle One) **School Office** **Church Office**

Your Signature _____ Date _____

4. I have read, understand, and will abide by the policies of the SSCD SCRIP Rebate Program.

Your Signature _____ Date _____

Designate/Donor Form

1. To be completed with your information not the family that you are donating to.

Your Name _____
Last First MI
Address _____ Email _____
City _____ State _____ Zip _____ Telephone _____

Your telephone number and email are required to set up your account. **Your telephone number is your account number.**
Your telephone number will be kept confidential and will not be made available to anyone.

Rebate Options:

1. I/we hereby designate _____% of any the rebates received as a result of the SCRIP that I/we purchase under this Agreement as a contribution to SS Cosmas & Damian School. This contribution is a tax deduction under Section 170 of the Internal Revenue Code, subject to satisfaction of applicable substantiation requirements.

- A. _____ General Fund
- B. _____ Scholarship Fund
- C. _____ School
- D. _____ Church

2. I/We hereby designate _____% of any of the rebates received as a result of SCRIP that I/we purchase under this Agreement to be credited to the tuition account of: (You may choose up to 3 families.) This designation is not tax deductible.

Family Name _____ Family Phone # _____ %
Family Name _____ Family Phone # _____ %
Family Name _____ Family Phone # _____ %

3. I/We elect to be personally paid _____% of any of the rebates received as a result of the SCRIP that I/we purchase under this Agreement. This designation is not tax deductible. **(A processing fee of \$35 will be deducted and payment will only be made at the end of the program year.)**

This election will remain in effect for all purchases made on or after the date of this Agreement. This Agreement may be modified only by signing a new Agreement.

2. Disclaimer. Complete this portion **ONLY** if you would like a student to bring your certificates home. This child will **ONLY** receive orders placed under your account number. Certificates **WILL NOT** be sent home with a child if you do not sign this disclaimer.

I authorize the SCRIP Rebate Program Coordinator to release my SCRIP to the following person. I will not hold SSCD School or the Coordinator responsible for any lost or misplaced certificates.

Child's Name _____ Grade # _____
Your Signature _____ Date _____

3. I will pick up my certificates at the (Circle One) **School Office** **Church Office**

Your Signature _____ Date _____

4. I have read, understand, and will abide by the policies of the SSCD SCRIP Rebate Program.

Your Signature _____ Date _____