

# **Holy Spirit Catholic School**

## **Scrip Program General Guidelines and Protocols**

The Scrip Program is vehicle for obtaining funds for Holy Spirit Catholic School (therein referred to as HSCS). The HSCS Scrip Program purchases gift cards/certificates at a discount for a variety of merchants. (Note: Percentage of discounts varies at the discretion of the merchant.) A HSCS Scrip Program volunteer sells the gift cards/certificates at face value to HSCS Scrip Program participants. The HSCS Scrip Program participant is offered several options for use of the difference or rebate between the face value (purchase price) and the discount price. In addition, HSCS Scrip Program is registered with preauthorized electronic Scrip merchants. These merchants provide rebates, subject to their program limitations and product eligibility, on behalf of self-registered participants who designate Holy Spirit Catholic School.

### **Guidelines and Protocols**

#### **General Guidelines:**

1. A participant in the HSCS Scrip Program must:
  - a. Read and understand the "Scrip Program General Guidelines and Protocols."
  - b. Complete and sign the "Scrip Program Agreement." HSCS will establish a participant account and keep this signed Agreement on file.
  - c. An email address should be on file for each participant, as email is the official mode of communication for the Scrip Program.
2. HSCS offers the HSCS Scrip Program to generate Scrip earnings from Scrip rebates, which will provide a means to raise funds for HSCS, and to provide the opportunity to reduce tuition for students enrolled at HSCS. HSCS Scrip Program earnings are generated from participating merchants who have agreed to return to the HSCS Scrip Program participants, a percentage of the dollar amount of each card/certificate purchased. The percentage returned by each individual vendor is listed on the Great Lakes Scrip Center order form or on the Great Lakes Scrip Center website. The individual vendor percentages listed are exactly the percentages earned from the vendor for each card/certificate purchased through the HSCS Scrip Program and therefore, represent the exact amount of earnings generated into our Scrip account. The vendor percentages are subject to change without notice. The Scrip earnings accumulated by all participants will be held in the HSCS Scrip Program account at BB&T. Monthly bank statements for the Scrip account shall be kept by the HSCS Business Office.
3. The HSCS Scrip Program will run on a yearly basis. The HSCS Scrip Program will operate weekly throughout the calendar year with minor deadline and delivery changes due to holidays, vacations, and summer break. Participants must check emails often for updated order and pick up schedules. Changes in policies and procedures may occur. Continuation of the HSCS Scrip Program is at the discretion of HSCS and is contingent upon having the necessary amount of volunteers and participants.

#### **Specific Protocols:**

1. Scrip rebates generated by each individual participant will be credited as indicated on the Scrip Program Agreement.
2. Participants may elect to have their Scrip rebates applied as a general contribution to HSCS and/or their individual tuition accounts and/or as a cash rebate to the participant.
3. Amounts designated as a charitable contribution to HSCS may be tax deductible. Please consult your tax preparer for proper guidance on potential deductibility.
4. Amounts designated to be credited to your tuition account at HSCS is NOT tax deductible. The total amount credited will be based on the rebates earned May 1<sup>st</sup> – April 30<sup>th</sup>. Such amounts will be credited toward the following school year's tuition as indicated on the HSCS Scrip Program Agreement.
5. Cash rebates will be distributed annually in May to those participants who elect to receive a cash rebates. The total amount will be based on the rebates earned May – April.
6. Statements will be provided to participants once each school year.
7. Any participant writing a non-sufficient fund check or ACH will incur a fee of \$30.00. The fee must be paid to HSCS before the participant's next Scrip order will be processed.
8. Scrip is non-refundable. In the event a Scrip card/certificate fails at the time of use, it is the participant's responsibility to first contact the vendor's customer service and secondly contact HSCS in the event that the problem is not resolved through the vendor. **DO NOT THROW THE CARD/CERTIFICATE AWAY.**
9. Scrip cards are the same as cash. The participant releases HSCS Scrip Program administrators and their respective volunteers, agents, and assigns from any and all liability or claim for any lost, stolen, or destroyed Scrip cards and from any claims, demands, causes or action, damages and any liability of any kind which may arise from or in any way be related to the HSCS Scrip Program. This agreement is binding upon the parties hereto and their successors and assigns.
10. HSCS reserves the right to limit or decline the sale of Scrip to any individual or group.

## Holy Spirit Catholic School Scrip Program Agreement

Holy Spirit Catholic School (referred to herein as HSCS) sponsors a gift card (referred to herein as "Scrip") program which allows you to purchase Scrip. The Scrip you purchase through our program generates rebates from the participating retailers. These rebates can be used as a credit to your tuition account, cash back to you, and/or a gift to the school.

The HSCS Scrip Program agrees to distribute your earned rebates as follows:

- The first \$100 of the earned rebate will be retained by HSCS as a sponsor of the Scrip Program to cover the administrative costs of running the program (NOT deductible)
  
- The remaining earned rebate balance should be distributed as follows:
  - a. \_\_\_\_\_% as a charitable contribution to the school (potentially deductible)
  - b. \_\_\_\_\_% as a tuition credit to the following school family: \_\_\_\_\_
  - c. \_\_\_\_\_% as a cash rebate to you (NOT deductible)

Total: 100%

If the family account has a balance owed to Holy Spirit Catholic School, the balance of your rebates will satisfy the monies owed first, and any remaining balance will be distributed as you have indicated above.

If a family leaves the school, any tuition Scrip credits on your account will first be applied to any outstanding balances due the school. If there are no outstanding balances, all credits will be donated to the school.

With respect to your charitable contributions, we will provide you will all required acknowledgements under sections 170(f)(8) and 170(f)(17) of the Internal Revenue Code.

This agreement continues unless replaced by another and can be terminated by either of us upon 60 days advance notice to the other.

By signing and dating below you acknowledge that you have read and understand the "Holy Spirit Catholic School Scrip Program General Guidelines and Protocols" and the "Holy Spirit Catholic School Scrip Program Agreement."

Purchaser's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

ACKNOWLEDGED:  
Holy Spirit Catholic School

By: \_\_\_\_\_  
(Authorized Person's Name and Title)

Date: \_\_\_\_\_