

!!!!Our first day of Scrip will be Friday, September 16th!!!!

PROCEDURES FOR ORDERING SCRIP

This year we will be continuing with the online ordering system that allows us to track orders, inventory and family tuition accrual amounts in one program. The program is called **Shop With Scrip** and it is made available through the company we purchase a majority of our cards from, Great Lakes Scrip Center.

To get started with online ordering, go to www.shopwithscrip.com

If you have:

1. already set up your account personally within the past two years you need to do nothing further.
2. purchased Scrip **AT ALL** in the previous two years but have not personally set up an account, one has been set up in your name. Go to www.shopwithscrip.com.
 - a. To access your account your username is the **mother's first initial and last name** (for example: rlamphere).
 - b. The password is **sashscrip**. Once you are logged on click on the **Change profile/password** tab on the left.
 - c. Please fill in all information, especially phone number and email address. You may change your username and password also on this page.
 - d. Under **Student Name** please list your youngest/only child's first name. Add a last name only if it differs from the parent.
 - e. Under **Classroom/Group** please put their homeroom for the coming year. (New accounts might see this as Teacher Name but please just enter the homeroom.)
 - f. You do not need to put anything in the **Pickup Method** box.
3. not purchased **AT ALL** this summer, you need to set up an account. Go to www.shopwithscrip.com. Click on **Create an Account**. When entering your information please follow steps c. through f. above. You will need to enter our organization's enrollment code before ordering. It is **21FAL5786438**.

Once you have finished setting up your account you may wish to sign up for PrestoPay. Please read the attached form for more information.

Take a moment to walk yourself through the website. It is fairly self explanatory and easy to use. The system for this year will be as follows.

1. Beginning the week of September 11, you may go online anytime after 12 a.m. Monday until 7 a.m. Friday to place an order.
2. Print out your receipt and send it in with your payment (if not using Presto Pay) in your manila Scrip envelope (which you will receive after placing your first order) by Friday morning.
3. If you are paying with a check (**made out to SASH Scrip**) or cash it must be attached to your receipt in order for us to fill it.

4. We will fill your order of on hand items and send it home that same Friday. Anything you order other than those – and there are hundreds of options – will come home the following Friday.
5. Every week by Tuesday you will receive an email with a list of the on hand items as well as our weekly newsletter which will keep you up to date on bonus specials and provide hints and tips to making the most of your Scrip account.

Scrip envelopes will ALWAYS come back home with the same child you sent it in with. If there is any reason, **that we are aware of**, that it will not be coming home, you will receive a phone call on Friday to inform you.

Please make sure your child is aware that they need to hand in the Scrip envelope **FIRST THING IN THE MORNING**. This is especially important in the Middle School as we pick up those envelopes by 8:30 Friday morning to bring over to St. Agnes for processing. There is less teacher involvement in collecting and handing back Scrip envelopes in the Middle School than the Primary.

Please check your Scrip order as soon as possible on Friday and call or email us immediately if there is any discrepancy.

With the rising cost of tuition, Scrip is the easiest way to help defray that cost. Every card you buy is money in your pocket towards tuition as well as money for the school. No other fundraiser gives you that kind of return. Even if you just buy cards for food and gas, on a regular basis, you can earn at a minimum \$100 a year.

If you have any questions about the program or setting up your online account, we are available through email at sashscrip@gmail.com or phone, Rose at 215-687-2902 or Beth at 215-362-7885. Or stop any of us in person. The Scrip Committee members are Rose Lamphere, Beth McQuillen, Jean Guinther, and Jan Holz.