

Procedures for St. Michael Lutheran School Scrip Program

1. Order must be sent to school by 3:00 p.m. on Mondays. Any orders received after this time will be placed the following week.
2. Orders received by Monday at 3:00 p.m. will be processed on Tuesday morning. Orders will be delivered or available for pick up by Friday afternoon.
3. For filled scrip orders to be sent home via your child's book bag, you must request this means of delivery and sign the enrollment/waiver of responsibility form.
4. **50% of commissions earned will go directly to the school and 50% will go toward your family's tuition for the following school year.** For example, any funds earned from November 1, 2005 through April 30, 2006 will be applied toward the 2006-2007 tuition.
5. Status reports will be sent home quarterly. You should keep track of your scrip purchases to compare to the school records. The office will not be keeping track of your earnings, this will be done by volunteers.
6. Payment for scrip should be in check or money orders only.
7. Each family will receive a bright colored envelope when they enroll in the program. Teachers, children, families and other staff will come to readily recognize the envelope and know its importance. Please explain to your children how important it is to turn in the envelopes to the teacher and return them to you promptly.
8. The order form developed is only a portion of the scrip available. Please visit www.glscrip.com for other retailers available. If you wish to order scrip that is not on the order form, simply add it to the bottom of the form in the blank spaces provided.
9. To see restrictions, special instructions and expirations you should check the retailer list on www.glscrip.com. The percentages and retailers available change from time to time, so it is a good idea to review the website periodically.
10. All questions, concerns, suggestions and comments should be directed to Jani Denison (239) 275-8857.