

Policies of Christ Community Lutheran School SCRIP Fee Reduction Incentive Program SCRIP

1. The SCRIP program runs weekly, except during the summer. A summer schedule will be published. Any questions about SCRIP should be directed to the coordinator, Sherry Jokerst at SCRIP@ccls-st.louis.org.
2. An account number will be assigned to you. The account number will appear on your SCRIP ordering envelope once you have ordered certificates. All certificate orders for your account number must be in **ONE** envelope and all checks in the envelope must be made payable to CCLS SCRIP. SCRIP purchases are not tax deductible because you receive dollar value for dollar value.
3. SCRIP earnings for each participating family account will be credited against school fees prior to the registration fee deadline and again prior to the first monthly tuition/fees installment for the school year. Additional credit dates may be determined in the future to best suit the needs of CCLS families and the SCRIP program. Your accumulated SCRIP earnings will be reported 2 times annually, in Dec. and May. Any discrepancies must be brought to the attention of the SCRIP Coordinator within 30 days of the statement. Each week the new order envelope you receive will list the dollar amount earned from the week before. If you are donating your earnings, your SCRIP credit on your envelope label will be zero at all times. Remember that SCRIP credits have no cash value.
4. SCRIP is being offered to promote the education of students at Christ Community Lutheran School. If your child(ren) will no longer attend Christ Community Lutheran School for any reason, and written notice is received within 60 days of the date that the child(ren) cease enrollment, the monies held under your Family Number can be:
 - a. Credited to your outstanding balance.
 - b. Credited to another family's tuition.
 - c. Credited to the General Tuition Assistance Fund.

In all other cases, SCRIP earnings will be transferred to the Christ Community Lutheran SCRIP Committee.

5. A 'Disclaimer of Responsibility Form' must be signed each school year before certificates will be released to your student. These forms will be kept on file. Your child will receive the envelope(s) with certificates after a disclaimer is signed.
6. All completed order envelopes are due each Monday by **8:30 AM** at the Elementary School Office or **10:00 AM** at the Middle School office. **NO LATE ORDERS WILL BE ACCEPTED.** Filled orders and new order envelopes will be available as early as **8:00 AM** on Friday or during the regular school office hours. Regular school office hours are from 8:00AM to 3:45 PM during the school year. If a student is designated to bring certificates home, the student is responsible for picking up the envelope.
7. SCRIP certificates are like cash. Once your order is picked up neither Christ Community Lutheran School nor the SCRIP program is responsible for lost, stolen, or misplaced certificates. Please check your order and verify its accuracy. Your signature on the weekly order pickup list indicates you have received your entire order. In the unlikely event that you find a discrepancy in your SCRIP order, please contact the CCLS SCRIP coordinator within seven days.
8. Anyone writing a Non-Sufficient Fund check will incur a fee of \$30.00 to be paid to the Christ Community Lutheran SCRIP Account. After two NSF checks are tendered on your SCRIP Account, only money orders or cashiers checks will be accepted for payment. No further personal checks will be accepted for purchase of certificates.

The SCRIP program offered by Christ Community Lutheran School uses the services of the Great Lakes Scrip Center in Kentwood, Michigan. This organization purchases merchant certificates in large quantities at a discount from major retail chains. As a non-profit organization we are able to buy these certificates at a discount, and in smaller quantities, to sell at face value, thereby raising funds for families of our school. Your "rebate" ranges from 1 to 22 percent of the certificate value. All percentages are subject to change without notice.

Refer to the order envelope to familiarize yourself with many of the stores that participate in the SCRIP program. To see a complete listing, please visit our page on the CCLS website at www.ccls-stlouis.org and click on Get Involved.

For the most part, certificates can be used just like cash or check at participating stores. Please refer to each certificate ordered to see if an expiration date has been issued. Most have no expiration date, but each merchant makes that individual choice.

Charge accounts at Kohl's can be paid with SCRIP certificates. You must pay the account in person at the local store, since the certificates are considered equivalent to cash and **cannot be mailed.**

Christ Community Lutheran School is aware of boycotts against certain businesses in our area. We respect your wishes to honor those boycotts with this program also. With the variety of merchants involved in the SCRIP program, you are able to choose the merchants you wish to patronize. Thank you in advance for your understanding!