

August 14, 2009

Dear Parents,

The SCRIP program is our gift card program to help raise money for St. Joseph School's technology fund. We buy gift cards at a discount from a national scrip vendor. You purchase gift cards from St. Joseph's at face value for your favorite stores and use them to buy the things you need: groceries, drug store items, movies, gas, clothing, and more. St. Joseph's splits the percentage we make on the cards with your family and tracks your purchases, then twice a year your total is applied to your registration fees. It is a win-win program that costs you nothing! You buy cards and use them like cash for items you would normally have to buy anyway, but you get a small percentage back on everything you buy with scrip.

SCRIP is available for purchase in two ways. First, you may purchase SCRIP through the use of the SCRIP order form, which is available on the school website for printing. The order form needs to be filled out by you and sent in on **Monday mornings by 9 a.m.** in your SCRIP envelope with a check or cash for the exact amount of the order. Please be sure to write your name on the order form and initial one of the two options for your order: (1) SCRIP gift cards/certificates sent home, or (2) picked up by yourself in the office. Orders are **generally** ready for pick-up by Thursday afternoons. If you initial for pick-up in the office, one of the SCRIP team members will call you to let you know that your order is ready. St. Joseph is held harmless from loss once cards leave the office or school. Second, SCRIP may also be purchased in the office for those last minute needs. We keep an extensive inventory for you to choose from in the office. **Please remember that the office is very busy between 7:50 and 8:20 a.m., and we request that this time be avoided.** We prefer that walk-in orders are kept below \$200.00 if possible. Also, we cannot guarantee that the inventory we have available will meet your needs at the time you walk in the office. Placing an order on Monday mornings ensures that you will receive exactly what you need.

If you have any questions, please leave us a message at school and we will return your call as soon as possible. Thank you for your cooperation and support of the SCRIP program!

Sincerely,

The SCRIP TEAM