



SHAKOPEE AREA CATHOLIC SCHOOL

SCRIP Incentive Program Handbook

The SCRIP Incentive Program is an easy way to reduce your SACS K-8 or Faith Formation tuition expense simply by using SCRIP to pay for the purchases that you normally make.

What is SCRIP?

SCRIP is a national program to help non-profit groups and schools earn money. Essentially, SCRIP allows families to purchase prepaid merchandise gift cards for local and national businesses. These gift cards are just like cash. In appreciation for your patronage, these businesses give SACS between 2% to 25% of the face value on the gift card.

How does SCRIP work?

SACS purchases gift cards at a discount from the participating businesses, earning an automatic percentage when we sell it back to you at its face value. This difference, between what SACS buys the card for and the face value SACS sells it to you for is SCRIP profit before program expenses.

Can SCRIP gift cards be used in other cities?

Most gift cards may be used nationwide, with the exception of those noted for use at a specific location.

Do SCRIP gift cards expire?

SCRIP is like cash; however, some gift cards have time limitations. Most restrictions are listed on the back of the card.

Are SCRIP purchases tax-deductible?

No, because you receive dollar for dollar value.

Can I earn tuition credit with my SCRIP purchases?

Yes. 50% of the profit from your SCRIP purchase can be designated towards your SACS K-8 or Faith Formation tuition. The remaining 50% covers SCRIP Program expenses and contributes towards SACS General Fund, which reduces the costs for all programs of the Catholic Education Center.

Preschool tuition is not eligible for the SCRIP Incentive Program, but if you have a child who will be starting Kindergarten in September of the program year, you can start earning credit in January of that year. For example, if you have a child starting Kindergarten in September of 2016, you can begin earning tuition credit in January of 2016. The credit will be applied in 2017, as stated in the paragraph below.

Your SCRIP purchases will be tracked from January 1st to December 31st of the program year and your tuition credit will be calculated. The credit that you have earned on purchases made during the calendar year will be applied to your outstanding SACS K-8 tuition payments after February 1st of the following year. If you do not have an outstanding SACS K-8 tuition balance after February of that year, your tuition account will be credited in July of that year for the next school year. If you choose to apply your credits toward Faith Formation tuition, the credit that you earned in the calendar year will be applied to your Faith Formation tuition in September of the following year for that year's Faith Formation Program.

You must have earned \$20 or more in tuition credits in the calendar year for you to receive the tuition reduction. Any credit balance under \$20 on December 31st of the calendar year will be allocated to SACS General Fund and will not carry over.

How much can I earn?

That all depends on you! The more purchases you make using SCRIP dollars, the more tuition credit you earn. By simply planning ahead, you can earn money with your everyday purchases. You do not pay any more than the face value for your SCRIP gift cards and you receive face value from the retailer. Just plan ahead for the purchases you would make anyway: groceries, gas, clothing, gifts, and dinners out. Also remember SCRIP when you are traveling and when doing any home improvement projects.

Here is an example of a weekly SCRIP order and the profit share:

	Amount Purchased	Profit %	SACEC's Share	Your Share
Cub Foods	\$200	5%	\$5.00	\$5.00
Kwik Trip	\$100	5%	\$2.50	\$2.50
Kohl's	\$100	5%	\$2.50	\$2.50
Culver's	\$20	10%	\$1.00	\$1.00
				\$11.00
				Tuition Credit Earned

Check out the SCRIP order form at www.sacsschools.org and go to the Great Lakes SCRIP Center website at www.shopwithscrip.com to see a full list of retailers for which SCRIP is available. Please note that the profit percentages offered by merchants are subject to change.

You can recruit grandparents, friends, and neighbors to join on your behalf. Once they complete an enrollment form listing you as the family they choose to receive the credit, up to 50% of the profit from their SCRIP purchase can go towards reducing your tuition expense. **No purchases made prior to the receipt of the completed enrollment form by the SCRIP office will be credited to your account.** We must have a current enrollment form on file for both you and the individual that is designating your family to receive credit.

How do I get started earning tuition credit using SCRIP?

You must read the SCRIP Incentive Program Handbook and sign an enrollment form. Upon receipt of your enrollment form, the SCRIP office will issue you a unique SCRIP #. This SCRIP #, along with your full name, must be included on all orders in order to receive credit.

When and where can SCRIP be purchased? (There are four ways to purchase SCRIP.)

- **Auto-SCRIP**
Automate your weekly or monthly order. Simply tell us ONCE how much SCRIP you want from each merchant on a monthly or weekly basis. Payment for Auto-SCRIP orders are made by automatic withdrawal from your checking account. Contact us for more information. This is the easiest way to ensure you have the SCRIP you need and earn your tuition credit. You may adjust the merchants & amounts of your Auto-SCRIP order at any time by completing a new authorization/order form.
- **Purchase at SACS**
In-stock gift cards are available for immediate purchase at the SACS school office between 8am-4pm, Monday – Friday.
For gift cards that are **not** in-stock, an order form and payment (cash, check, or money order) must be submitted to the school office by 10am Monday morning. The order will

be available for pick up or delivery to your child on Thursday of that week. You will specify on the order form whether you will pick up the order in the school office or for delivery to your child.

- **SACS Scrip online website**

www.cecscrip.scriporder.com is SACS own unique Scrip online website. Once you have placed your first scrip order you will receive an email with your username and temporary password to access your account along with information on how to utilize the online site.

- **Purchase at Anchor Bank – Shakopee Branch**

In-stock gift cards are also available for immediate purchase at the local Anchor Bank in Shakopee. Please make sure your SCRIP# and full name are written on all orders. The SCRIP# and customer name must match in order for you to receive credit.

How will I know how much I have earned?

You will receive a paper year end Scrip Tuition Credit Statement (January 1 – December 31). During the year you can monitor how much you have earned by signing onto your SACS online scrip account at www.cecscrip.scriporder.com. Please contact that Scrip office if you haven't received information regarding the online scrip website.

Where are SCRIP order forms available?

SCRIP order forms are available on-line at www.sacsschools.org, on the Sycamore school site, in the school office, by request, or at Anchor Bank (if purchasing from there).

Are there more SCRIP retailers than listed on the order form?

Yes. There are many more retailers from which you may order. We choose retailers with stores in or around Shakopee and put those on the order form. You may also go to www.shopwithscrip.com to see a list of available retailers. We are able to order from any of the listed merchants. If you would like to order SCRIP from one of the merchants on the ShopwithScrip list, just write the retailer name and the dollar amount in the write-in area on the order form.

Who can I call with questions?

You may direct your SCRIP related questions to the SCRIP office, Diane Mulcrone: 952-445-3387 ext. 140 or email dmulcrone@sacsschools.org. If you have questions about your SACS tuition or tuition payments, please call Finance Director, Therese Suel at 952-445-3387 ext. 139 or email tsuel@sacsschools.org. If you have Faith Formation tuition questions, please call 952-445-3387 ext. 131.