

# **Blessed Trinity Scrip Policies & Guidelines**

## **2010-2011 School Year**

### **Scrip Order & Payment Information**

1. Participants can include all school and parish members. Everyone must complete a Scrip Enrollment form prior to ordering. Your friends and family may also purchase Scrip, please have them complete an Enrollment Form.
2. Scrip orders may be placed in person during office hours or after mass, sent in with student, phoned in (352-622-5808 ext. 260), or e-mailed ([btscrip@btschool.org](mailto:btscrip@btschool.org)). Orders that are phoned or e-mailed in will be available for pick-up in the Church Rectory. Payment must be made at the time the order is picked up.
3. All order forms must be filled out completely and accompanied by a form of payment. Forms of payment for Scrip are check and cash only. Checks should be made out to Braves Scrip. Post-dated checks will not be accepted or honored.
4. If your check is returned due to non-sufficient funds (NSF), you will be assessed a \$20 fee. After two NSF checks are presented, your Scrip ordering privileges will be limited to cash or money order only.
5. All orders are subject to availability.
6. Large orders may require advance notice.
7. Orders are not guaranteed to be filled on any certain date. We are dependent upon our supplier and their stock.
8. If you chose to have your order sent home with your child, please be advised that the Blessed Trinity Scrip Office waives all responsibility for lost or missing orders once they are delivered to the classroom.

### **Scrip Cards/Certificates**

1. Scrip cards/certificates are purchased on your behalf, and are not returnable, and they cannot be exchanged.
2. Scrip cards/certificates are the same as cash and should be handled as so. BT will not be responsible for cards/certificates that are lost, stolen, or misplaced while in your possession.
3. It is your responsibility to verify your order as soon as you receive it. If you pick up your order in the Rectory, your signature indicates that you received your order in its entirety. In the unlikely event that there is a discrepancy with your order you must notify the Scrip Office within one day.
4. Merchant availability and percentages can change at any time without notice.
5. You are responsible to know the retailer “usage guidelines” for all Scrip you purchase. You may verify usage for all national retailers at [www.glscrip.com](http://www.glscrip.com)

### **Tuition Credits**

1. Your Scrip purchases may qualify you to earn tuition credit. After your Scrip purchases have raised \$50 in profit, you will receive credit for one-half (50%) of all the profit you made. For example, if you made \$100 in profit, you will be able to deduct \$50 off your registration fee. The business office will have a copy of this credit.
2. Credit is accumulated January – December. The amount accumulated during this time will be available for the following year registration (in Feb.).
3. Credits do not carry over to the following year. If you do not meet your \$50 goal, the credit that you have accumulated will be donated to the school.