

Christ the Lord Lutheran Church and School

SCRIP Program Agreement and Enrollment Form

Christ the Lord Lutheran Church and School (CTL) sponsors a SCRIP program which allows you to purchase SCRIP through the Great Lakes Scrip Center and ShopWithScrip.com. The SCRIP you purchase through the CTL program generates rebates from participating retailers. 40% of these rebates will be retained by CTL to support the CTL Youth Ministries fund. The other 60% of these rebates can be used as credits toward tuition/school fees, a gift to CTL, or cash back to you. (While CTL does not charge tuition for grades K-8 to members of our congregation, we understand that it may be helpful to many of our families to allow a portion of the rebates generated to be used toward tuition/school fees, technology fees, hot lunch fees, etc.)

SCRIP Program Policies

1. The SCRIP fiscal year runs from June 1 through May 31. Rebate accumulation will end on May 31 of each year, after which time rebates will be credited to a school account, returned to a participant as cash, or credited to a participant's church statement as a charitable contribution.
2. A minimum \$10 rebate credit must be generated for a distribution to be made as a cash reimbursement. There is no maximum.
3. With respect to tuition/school fee credits, rebates earned during a SCRIP fiscal year will be applied to the next year's tuition/school fees. (Example: SCRIP rebates earned 11/16/14 – 5/31/15 will be applied to tuition/school fees for the 2015-16 school year.)
4. With respect to cash reimbursements, disbursement in the form of a check will be made to the participant by June 30 for rebates earned during the previous SCRIP fiscal year.
5. With respect to charitable contributions, a credit will be added to the participant's church statement on June 30 for rebates earned during the previous SCRIP fiscal year.
6. The purchaser's SCRIP rebates will NOT earn interest.
7. For participants that have an outstanding balance on a CTL school account as of June 1, rebates must first be applied to any outstanding balance before any cash reimbursement will be made.
8. Anyone who leaves the congregation or school, and has accrued a rebate credit through the SCRIP program, must furnish a forwarding address to receive a cash disbursement. If no forwarding address is provided, the rebate credit will revert to CTL as a charitable contribution and be added to that participant's year end statement.
9. SCRIP purchases must be paid for at the time of ordering, either by cash, check, or PrestoPay. If your check is returned because of non-sufficient funds (NSF), you will be charged a \$30 fee payable to CTL SCRIP. After two NSF checks are tendered on your account, your SCRIP ordering privileges will be limited to cash only. (This includes returns via PrestoPay.)
10. SCRIP gift cards are purchased on your behalf, and are not returnable. SCRIP discounts may change periodically; you will be credited with the actual discount in effect at the time of your order.
11. When you pick up your order, please open it and verify its accuracy. In the unlikely event you should find a discrepancy in your SCRIP order, please contact the CTL SCRIP Program Coordinator immediately. SCRIP cards and certificates are the same as cash and should be handled accordingly. CTL will not be responsible for cards that are lost, stolen, or misplaced after they are picked up from CTL.
12. If you would like your SCRIP order to be released to your child or someone other than yourself or placed in your church mailbox, you must sign the Delivery Waiver of Responsibility section of this form. These forms will be kept on file, and CTL accepts no responsibility for orders delivered in this manner.
13. This agreement continues unless replaced by another and can be terminated by either party upon notice to the other.

SCRIP Enrollment Form

First Name	Last Name
Street Address	City, State, Zip
Phone number	Mobile number
Email address	Family name on tuition account

I agree to the following credit for my rebate (choose one):

- 60% credited toward tuition/fees for CTL student of your choice (Not tax deductible)*
- 60% as a charitable contribution to the CTL Youth Ministries Fund (Potentially tax deductible)*
- 60% as cash rebate to you – annual payout in June (Not tax deductible)*

*Note: 40% will be retained by CTL and contributed to the CTL Youth Ministries Fund

I have read and understand the policies and guidelines listed and agree to abide by these policies.

Signature _____

Date _____

Delivery Waiver of Responsibility

- Please send my order home with my child, _____, grade _____
and/or
- Please send my order home with _____
- Please put my order in my church mailbox

I authorize CTL to send home my SCRIP order in an envelope with my child or another designated person listed above or to put my order in my church mailbox. I understand that SCRIP gift cards are like cash and cannot be replaced if lost or stolen. I am fully responsible if the SCRIP cards are lost or stolen and I agree not to hold CTL or any SCRIP volunteer responsible for lost or stolen SCRIP cards once they are picked up or put in my church mailbox.

Signature _____

Date _____

Office Use only:

Received by	Date
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