



Procedures of the Ridgeview Classical Schools Gift Card Rewards Program

1. Participation in the Scrip Program is voluntary.
2. The Scrip Program is being offered to help families offset the cost of many school & club fees and activities. Contact the Scrip Team at scrip@ridgeviewclassical.com with questions about the Gift Card Rewards Program.
3. The RCS Gift Card Rewards Program uses the services of a certificate broker, Great Lakes Scrip Center (GLSC). GLSC purchases gift certificates and gift cards in large quantities at a discount from major food and retail chains. As a school organization, we are able to buy our non-grocery certificates/cards from GLSC at a discount, which we sell to you at face value, thereby making a profit. The discount ranges from 1.5 to 18 percent of the certificate value. Discount percentages and participating retailers are subject to change without notice. Scrip purchases are *non-tax deductible* because you receive dollar for dollar value.
4. 80% of the profit will become a credit for school families to be used for approved school related expenses. The remaining 20% will be used to cover the program's expenses and go to Ridgeview Classical Schools general fundraising account. **SCRIP CREDIT HAS NO CASH VALUE.** Any credit remaining when a family no longer has an enrolled RCS student will revert to the RCS general fundraising account.
5. During the school year, scrip will normally be ordered on Monday and received by week's end. Pick up of ordered cards can be done on Friday morning. This schedule allows you to check the Sunday ads and plan your shopping. **When a school holiday falls on Monday or Friday, an altered order and pick up schedule will be published in the weekly newsletter.** Please watch for this and plan accordingly. There will be no scrip orders the weeks of Thanksgiving Break, Christmas Break, Spring Break and Easter Break. If you are unable to pick up your order on the scheduled day, contact the Scrip Team to make other arrangements. If we have the necessary volunteers, we will have a weekly order in the summer. [Enrollment Forms](#), and [Pick-up Waiver Forms](#) will always be available at the front desk or can be emailed.
6. All Orders should be placed online. through the GLSC website, www.shopwithscrip.com for physical cards or "Scrip Now" (electronic cards). All orders placed via website by **8:00am on Monday will be included in that week's order. NO LATE ORDERS CAN BE ACCEPTED.** Once the weekly order has been submitted on Monday morning we are **unable to add to it or subtract from it.** Late orders will be processed with the next order. **Payment must be completed before your order is processed.** Checks should be made payable to RCS. Please write "Scrip" on the memo line of your check. Orders made online can be paid for at the RCS Front desk OR through the Presto Pay feature on the GLSC website.
7. Filled orders will be available for pickup on Fridays between 7:15am to 8:00am and subsequent Mondays between 7:15 – 8:00 am. If more volunteers are available, additional times for "on-hand" sales and filled orders will be completed and posted in the weekly newsletter, *The Nuntius*.

Certificates/cards will only be given to the registered Scrip participant unless a signed [Pick-up Waiver](#) has been turned in to the Scrip Team. In this case, only those listed on the release may pick up the Gift Cards.

Gift cards are just like cash. **Once your order is picked up, either by you or by those you have named on your signed [Pick-up Waiver](#), neither Ridgeview Classical Schools nor the RCS Scrip team is responsible for lost, stolen, or misplaced certificates.**



When you pickup your Gift Cards, open your order, open the envelope and verify its accuracy. Your signature on the [Order Form](#) indicates you have received your order in its entirety. In the unlikely event you should find a discrepancy in your Scrip order, please contact the [Ridgeview Classical Schools' Scrip Team](#) within 7 days.

If you are unable to pick up your order on the scheduled day, contact the RCS Scrip team at scrip@ridgeviewclassical.com to make other arrangements.

GIFT CARDS ARE NOT RETURNABLE.

Occasionally, GLSC may temporarily run out of a particular retailer's Gift Cards. When that happens, they will place the item on backorder and when it is available, ship it with our next order. Back ordered Gift Cards will be indicated on your order form and will be given to you when we receive it, usually the next pick up day.

If participation in the program is sufficient and we have volunteer help, we will increase Gift Card pick up days and have an inventory of popular Gift Cards on hand so spur-of-the-moment purchases can be made.

8. Family or friends may help your family earn credit by ordering certificates **through you**. If you collect orders and payment from your family and friends, compile all orders and submit one order online and write **one** check to cover the entire order. Third party checks and order forms from non-RCS families will not be accepted. You will receive the entire order to distribute it to your friends and family. Reloadable cards are a great option for friends and other family members. After the initial purchase and card registration, the gift card can be reloaded online while you earn the rebate credit as outlined previously.

9. A statement of your credit total can be requested via email to the Scrip team. Reconciliation of rebates and allocations are completed on a monthly basis.

10. Some Gift Certificates/Cards have a non-use administrative fee that is deducted from the balance of the card if not used over a certain period of time. Others may expire if not used within 1-2 years. To view a copy of the vendor guidelines visit the Great Lakes Scrip website at www.glscrip.com and click on retailers, then search for the store (they are listed in alphabetical order). A copy of GLSC's participation retailers, available denominations, discounts and usage guidelines can be found online. Certain vendors such as King Soopers, and Human Bean Gift Cards are ordered locally and picked up by the Scrip Team.

11. Checks returned because of non-sufficient funds (NSF), will be charged a \$20 fee payable to Ridgeview Classical Schools. After two NSF checks are tendered, Gift Card Rewards ordering privileges will be limited to money orders only.