

## Important Scrip Information

Welcome to the 2014-2015 scrip year! In this packet you will find helpful information, some old and some new. The scrip year begins on May 1, 2014 and end on April 30, 2015. The eScrip year begins on April 1, 2014. On April 30, 2015 we will pull the most recent report available on eScrip and you will be credited through that month. This is due to the fact that eScrip reporting can be as many as 60 days behind. Below you will find some information regarding the forms in the packet as well as information on scrip selling hours. Please feel free to contact me with any questions.

- **Scrip Selling Hours:** Scrip will be sold for the remainder of the school year in the Ministry Center on Thursdays from 1:00-2:30pm and on Fridays from 8:00-10:00am. Scrip is also sold Monday-Thursday during the school year next to the school playground. Scrip will **NOT** be sold on the last week of school, June 5<sup>th</sup> and 6<sup>th</sup>. Scrip is also available at Parma Deli, located at 3521 Clayton Road in Concord, during regular business hours. We do ask however that you avoid the lunch hours of 11:30-1:30, as they are doing this as a favor to St. Agnes and this is their busy time of day.
- **Scrip Summer Selling Hours:** Scrip will be sold during the summer on Thursdays beginning June 12, 2014 in the Ministry Center from 4:00-6:00pm. Scrip will also be available at Parma Deli during regular business hours. Scrip will not be sold Thursday July 3<sup>rd</sup>. If these options don't work for you, you can drop your order off at the school office. It will be filled on Thursdays and left at the office for you to pick up at your convenience.
- **Ordering Large Quantities and Special Orders:** Please remember that if you are requesting a large amount from a particular retailer, it should be ordered and paid for the week prior, as we usually do not carry large quantities. Additionally, there is a long list of scrip vendors we can get on a special order basis. This information can always be found on our website under the scrip tab under scrip vendors. This too must be ordered and paid for the week prior on the last day of that week scrip is sold.
- **Family and Friends Registration Form:** Please **ONLY** complete this form if there is a friend or family member that has a separate eScrip account than yours. We need their name in order to make sure you get credit for their purchases. You can put as many friends and family members under your own eScrip account, however if they have set up an eScrip account in the past it will not let you put their Safeway card under your account. In this case, we would need you to fill out this form. If you have already filled this form out in the past, it is not necessary to do it again unless you need to add or delete someone.
- **Scrip Order Form:** Please be sure to fill out this form **COMPLETELY** every time you make a purchase. It is important that your first and last name, as well as the child's name and grade is legible and completely filled out. If a friend or family member is making the purchase, we need them to fill out your information to make sure you get credit for their purchase.
- **eScrip Registration Instructions:** You will find a form in this packet with instructions for both registering online or by mail with eScrip. If you have not registered for eScrip before and you shop at Safeway on a regular basis, please do so as soon as possible. Just by using your Safeway card, St. Agnes will be given a contribution that will go towards your profit. Please remember you can also register credit cards that give back to the school, however, not all restaurants or retailers participate in eScrip. Don't forget, every year you must renew your eScrip account. It is a good idea to check on your eScrip account on a regular basis to ensure you are receiving credit.