

# Scrip FAQs

2020-2021

## 1. How do I get information to know when orders are due and when to pick them up?

- All Scrip communication is emailed in the PTO Weekly Newsletter and is posted on the DMS PTO Facebook page. You must complete the 5 Minute Form (<http://bit.ly/5MinForm2021>) to receive the Newsletter and to be approved to join the private Facebook group.

## 2. Can grandparents or other people order Scrip gift cards and earn money for my child?

- Yes and no.... We encourage you to take orders from grandparents, neighbors, anyone you want! Friends and relatives can really help boost your Trip Account. You'll act as the go-between with ordering and payment, as only DMS families may have Scrip accounts through our program. You order and pay for the order and the gift cards are given to **you**. You pass out their cards and collect the money they owe you. Read the Scrip Tips document to learn how to do this electronically.

## 3. How do I find out how much money is in my child's Trip Account?

- You can keep track of how much you've earned with Scrip by clicking on **Dashboard>Family Functions>Reports** on the Scrip website. Remember 90% of the total rebate earned is earmarked for your child's Trip Account and the PTO keeps 10%.
- You can also contact Mr. Dennis Bontrager, 8th grade Social Studies teacher, at [dbontrager@phm.k12.in.us](mailto:dbontrager@phm.k12.in.us) or Tricia Frank, DMS Treasurer, at [pfrank@phm.k12.in.us](mailto:pfrank@phm.k12.in.us) They will have the total amount of your student's Trip Account, which would include amounts from other fundraisers such as poinsettia sales, cookie dough sales, etc.

## 4. Can I use Scrip to help pay for an adult/chaperone to go to DC?

- No, Scrip fundraising is only for students.

## 5. Why does the PTO collect 10% of the rebates?

- The PTO is actually very generous in giving 90% of the rebates to the families to help pay for school sponsored trips. We did research when we began this program at DMS and found that many nonprofit organizations ask their families to participate in the program and all of the funds are kept for the organization. Other groups commonly split the rebates 50/50.
- In our case, the 10% helps to cover the cost of shipping the orders, printer ink, and other miscellaneous fees associated with running this program, and the rest of the money is put into the general PTO fund, which is returned to school in numerous ways.

## 6. How do I get my Scrip gift cards?

- Physical gift cards are generally distributed on three days per month. It is your responsibility to read the Scrip Schedule document (available at

discovery.phmschools.org under School Info>PTO>Scrip Information), Weekly Email Newsletter from the PTO, and/or to check Facebook so that you know when pickups are occurring every month. Typically, they will be:

- Every other Friday when students can pick them up from the concession stand at dismissal *with prior online permission from a parent* - more on this below.
- On a Sunday evening at a Scrip Committee member's home.
- Reloads and ScripNow e-gift cards happen automatically and are super convenient, because you do not need to pick up anything.
- *NOTE: As the beginning of this school year is atypical due to COVID-19, we have not published a Scrip Schedule as of this posting. At this time, physical cards are being ordered every other week and those that order are being contacted with pick up options. Read the PTO Newsletter for Scrip updates by filling out the 5 Minute Form - link above.*

#### **7. Can my child pick up my Scrip cards at school for me?**

- Yes. This online permission slip **MUST** be filled out before we will give Scrip orders to students: <http://bit.ly/StudentScripPickUp1920>
- *NOTE: As the beginning of this school year is atypical due to COVID-19, we are not offering student pick up as of this posting. Read the PTO Weekly Newsletter for Scrip updates by filling out the 5 Minute Form - link in #1 above.*

#### **8. For how long can I contribute to my 8th grader's DC account with Scrip?**

- Scrip rebates can be applied to a student's DC account beginning in June after they complete 5th grade (they are then considered a 6th grader) through February of the student's 8th grade year. Final DC trip payments are made in March.

#### **9. I have earned enough to pay for my child's trip, now what?**

- You have several options:
  - If you have another child at DMS, you can begin earning Scrip money for that child, just let the Scrip Coordinator know that the funds earned should now be directed toward your other student.
  - Remember that the student's Trip Account is for any major DMS trip, including Washington DC, Stay Local Adventure (in lieu of DC), Europe, or China, so you can continue to fundraise for another trip, if applicable.
  - You can continue to order from Scrip and donate the full rebate to the PTO.
- Please be aware that unused money will not be returned to a family. If you move or switch schools, or the planned trip is cancelled, the money in your account stays with the DMS PTO.

#### **10. What if my child does not go on the DC Trip?**

- Money accrued in your child's account can be used for expenses associated with the "Stay Local Adventure," the alternative to DC activity for students who do not go on the DC Trip, as well as the DMS trips to Europe and China. Any unused funds remain with the PTO.