

Scrip Policies

2020-2021

Payment Methods

- In order to pay for Scrip orders, you must either register for online payments at www.shopwithscrip.com or on the RaiseRight app (the platforms are interchangeable) or pay with a credit card.
- Fees: There is a 15 cent fee per order for online payments and a 2.6% fee per order for credit cards.
- Any order placed that has “Check” selected as the form of payment will be automatically cancelled by the DMS PTO. Even though the option will appear (we cannot disable it), checks are not accepted by the DMS PTO for Scrip purchases.

Failed Payments:

- If ShopWithScrip is unable to collect funds from your bank account or credit card payment, you will need to reimburse the PTO for the order amount, as the ShopWithScrip company will withdraw the insufficient funds amount from the PTO bank account if they are not available in yours.
- You will also reimburse the PTO for the \$30 failed bank transaction fee charged to the PTO by the ShopWithScrip company.
- You will pay any additional fees charged to the PTO bank account related to the failed payment.
- Your order will be cancelled or withheld until all fees are paid.
- You may be disqualified from utilizing the Scrip fundraiser in the future.

Refunding a gift card:

- eGift Cards and Reload orders are non-refundable per the ShopWithScrip policy.
- For physical gift cards, there may be a 10% restocking fee (minimum of \$5) as well as shipping and handling costs per the ShopWithScrip policy.
- Refunds must be made within 30 days of the order date per the ShopWithScrip policy.
- Recurrent refunds may lead to a family being disqualified from utilizing the Scrip fundraiser in the future.

Procedures for Rebates Earned through Scrip

- The full rebate amount earned by a Scrip order is automatically deposited into the DMS PTO’s Scrip Checking Account. Ten percent of that amount is kept by the PTO, and the remaining 90% is recorded in the individual student’s “Discovery Trip Account”.
- Funds in the student’s overall Discovery Trip Account include money earned through Scrip and other fundraising opportunities provided by the school and/or the PTO. They may include: cookie dough sales (in 8th grade), poinsettia sales (in 7th & 8th grade), or other fundraisers.
- To determine the total amount of funds in the account, individuals may ask either Dennis Bontrager, 8th grade Social Studies teacher (dbontrager@phm.k12.in.us) or

Tricia Frank, Discovery Treasurer (pfrank@phm.k12.in.us). You can easily keep track of how much you've earned with Scrip yourself by clicking on **Dashboard>Family Functions>Reports** on the ShopWithScrip.com website. Remember that 90% of the total rebate is earmarked for your DMS student's Trip Account and 10% remains with the PTO.

Use of Funds in Discovery Trip Accounts

- Discovery Trip Account funds may be used for major school trips including Washington DC, the Stay Local Adventure (in lieu of DC), Europe, and China.
- The funds are for student use only. The funds are not to be used to help pay for an adult family member who is attending a trip as a chaperone.
- In order to have these funds applied to the cost of a trip, families will work with the school treasurer, Tricia Frank, and, in the case of the DC trip, Dennis Bontrager. To use funds for Europe or China trips, parents will need to fill out a DMS Trip Request form, which can be found in the office or on the Discovery website.
 - Washington DC Trip
 - The school and/or PTO will pay the tour group directly for any amount up to the full cost of the trip that is in the student's DC account.
 - February of 8th grade is the last month that families can earn rebates through Scrip for the DC trip, as final payments are due in March.
 - Stay Local Adventure (in lieu of DC)
 - The school and/or PTO will work with the family and the trip organizer, depending on the trip option each year, to apply the funds to the cost of the trip.
 - Europe Trip
 - A DMS Trip Request Form must be filled out. It can be found in the office or on the Discovery website.
 - The school and/or PTO will work with the tour company and the family to have funds applied toward the cost of the trip. The school and/or PTO will pay EF Tours (or other chosen tour company) directly.
 - China Trip
 - A DMS Trip Request Form must be filled out. It can be found in the office or on the Discovery website.
 - The school and/or PTO will work with the tour company and the family to have funds applied toward the cost of the trip.
- In the event that a student moves out of DMS, has funds leftover after the student's trip(s) have been paid for, or if a trip is cancelled, the funds will remain with the DMS PTO and/or Discovery school.

General information

It is your responsibility to know the "usage guidelines" for all your Scrip purchases. You may check those guidelines at www.shopwithscrip.com.