

Dear Our Saviour Preschool, Green Bay Trinity and NEWLHS Families-

SCRIP PROGRAM/GENERAL INFORMATION – SCRIP is a fundraising program that is used by non-profit organizations all over the country. SCRIP is simply ‘substitute money’...gift cards that can be purchased for use at local and nationwide businesses. Non-profit organizations pay a discounted price for the gift cards; you buy the cards from the organization and pay face value (and receive face value) for each card. The difference in the discounted amount and the face value is the amount earned by the organization. The percentage earned differs by business and is subject to change at any time.

TUITION ASSISTANCE PROGRAM (TAP) – If you have a child, grandchild or other family member attending OSLC Preschool, Green Bay Trinity Lutheran School, NEW Lutheran High School, or who will be in the Youth Group at Our Saviour, you are encouraged to enroll. With TAP, 50% of the profit from each gift card you purchase will be applied to the designated child’s tuition/ youth account. We also allow you to designate your earnings to a child that will be enrolled in one of the schools in the future (i.e. you plan to send your child to preschool but he/she is not yet 3 years old). All profits from SCRIP purchased before a TAP enrollment form is completed, and/or without designating the child’s name on the SCRIP order form, will remain with OSLC.

Monies earned can be transferred to your child’s next school (i.e. your Green Bay Trinity 8th grader will be attending N.E.W. LHS in fall; monies earned after the tuition credit has been issued to Trinity in March can be directed to the high school with the credit in October). Please remember to notify SCRIP of your child’s change in schools by completing an updated enrollment form.

ENROLLMENT – To participate in the Tuition Assistance Program, you must fill out the SCRIP Enrollment form and return it with (or before) your first order. Future orders must be accompanied by an order form with the participating student’s name included. Payment for all SCRIP is due on the day ordered.

SCRIP ORDER FORMS – Order forms can be found at the Welcome Center at Our Saviour or in the church office; a current sample is also attached. This form lists the cards that we order to have on-hand for immediate purchase. See ‘participating businesses’ section below for information on other available cards. Payment must be received at the time we receive your order. Visit the church office to buy or order cards. You can also place an envelope with your order form and check in your child’s homework folder (younger grades) or planner (older grades) and it will be brought to the church office. Your cards will be returned to you in your child’s backpack so please be sure to look for them. When using this method, please include a phone number or email address where you can be reached that day in case we have questions about your order.

PARTICIPATING BUSINESSES – The Instant SCRIP order form lists the cards that are kept on-hand; in some circumstances, on-hand cards may be temporarily out of stock. You are welcome to visit www.shopwithscrip.com to see a complete list of national businesses for which SCRIP is available. Please stop by the Welcome Center on Sunday mornings (from 8:50-9:15am and 10:15-10:40am) or see Michelle in the office during the week (Monday thru Friday 8-noon and 12:30-4:15pm) to purchase SCRIP.

ORDERS FOR SCRIP – For cards that are not available for immediate purchase, orders are placed weekly on Sunday. Cards ordered will (in most cases) be ready for pick up on the following Sunday or in the church office by Thursday. Feel free to call/email the church office (468-4065 or info@oslc-gb.org) about your order status.

TUITION PAYMENTS – Twice per year (approximately October and March) accounts are settled and payments are made to the student’s school. It is up to you to check with your school regarding the amount of SCRIP credit received in your tuition account.

If you have any questions, please email me at jarichter15@gmail.com.

Thank you.

Julie Richter