



SCRIP GIFT CARD COORDINATOR

Fundraising Committee Member

Availability Requirements: Internet and email access, to be used regularly to contact members. Be available to coordinate with members of other classes to distribute gift cards. Must be able to keep meticulous records. Available to attend April and August General meetings to describe how Scrip works. Must participate in the planning of other fundraising events (ex., Silent Auction).

ADMINISTRATIVE DUTIES

1. Maintain accurate records:
 - a. Keep names of people who ordered, the amount and gift card(s) that were ordered, the % each gift card gives back to the school, the total amount owed per person, the total amount earned for the school per person and when the person pays for their order.
 - b. Send the completed record to the Fundraising Chair at the completion of each order.
 - c. Maintain an archived file for each order for the entire school year.
2. Oversee the collection of funds for each order for the school year:
 - a. Verify the total owed per person each order.
 - b. Collect proceeds from each person who ordered before giving them their order.
 - c. Turn checks in to the treasurer once all money has been collected.
 - d. Email Treasurer the order summary and notifications that checks have been placed in the red tuition folder.

PLACING A SCRIP ORDER

1. Send email to C&C families 1 week before you place a scrip order. Indicate date and time order is due. If an order is emailed to you, respond to the parent that it was received. In your email, include details like percentage of Scrip that goes towards fundraising goal; cite examples of popular Scrip gift cards and percentage that goes towards fundraising goal.



2. Send a reminder email one day before you place the order. Include details like percentage of Scrip that goes towards fundraising goal; cite examples of popular Scrip gift cards and stores w/ scrip that C&C families may already be patronizing.
3. Orders and a list of vendors can be found at <http://www.shopwithscrip.com>. Username and password will be sent to you when you assume the responsibilities of this job. Please be sure to change the password and the contact information the first time you log in.
4. Orders are placed on:
 - June 1
 - August 1
 - September 1 and 15
 - October 1 and 15
 - November 1 and 15
 - December 1
 - January 1 and 15
 - February 1 and 15
 - March 1 and 15
 - April 1 and 15
 - May 1

DISTRIBUTION OF SCRIP ORDER

1. Email parents who ordered once the order has arrived and has been handed to the Scrip representative for each class.
2. The Board will choose a member in each class that you do not have a child in to be the Scrip representative for that class.
3. The Class Rep will receive the gift cards from you and will distribute them to the class. Create a list to be signed by each class rep that they have received the correct amount of gift cards for that class.
4. The class rep will then have parents sign that they have received the correct amount of gift cards for their order.
5. These lists should be returned to your folder once gift cards are distributed and archived for the year.



SCRIPS ON HAND

1. A supply of Giant and Safeway gift cards should be maintained for the school, usually about \$500 of each.
2. Email parents to let them know that you have a supply on hand at all times on a first come, first serve basis.
3. Maintain a record of who purchases these and let the treasurer know when these are purchased, by whom and when money is turned into the treasurer. Please also indicate on each Scrip order record when you are restocking your supply.

FUNDRAISING COMMITTEE DUTIES:

1. Attend May and August General Meetings Describe how the Scrip program works, how parents can order, and the dates that you will be placing the orders. Follow through with an email to all school members with this description of this program.
2. As part of the Fundraising Committee, you may be asked to participate in other Fundraising Events.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of all receipts for all disbursement made on behalf of the school. Revision:

02/2016 TAB