

Scrip Guidelines

Scrip Sign-up:

Two steps are required to successfully sign up for Scrip with the FHC Band Boosters. It is only necessary to complete these steps one time – you do not need to enroll again for each school year.

Step 1) Print and complete the following three forms from the FHC Band website and drop off or mail them to Leslie Jackson (see “dropping off” instructions below).

- Scrip Enrollment Form
- Scrip Order Pick-up Authorization Form
- Scrip Disclaimer

Step 2) Register online with Great Lakes Scrip Center. www.glscrip.org

Click on ShopWithScrip.com and follow the instructions to register and place orders. You will need to provide an email address and password. The FHC Band Boosters Enrollment Code is confidential and not posted on the band website as a security measure to protect the band booster organization. To access the enrollment code, please contact Leslie Jackson at 940-2929 or dlecjack@yahoo.com. Registration is a one-time process.

Payment Options:

1) Checks:

- Checks should be made out to **FHC BAND BOOSTERS SCRIP ACCOUNT**. Checks are NOT deposited until the day after an order is due regardless of when they are received. Your payment **must** arrive by 6:00p.m. on the order due date before it can be processed.
- Please print a paper copy of your order to attach to your check. Just click on “Printer Friendly Version” at the completion of your online order.

2) PrestoPay:

- PrestoPay is a convenient way for you to pay FHC Band Boosters for your order at the time you place your order online. With PrestoPay your payment will be electronically deducted from your checking account, and GLSC will accept your payment on behalf of the FHC Band Boosters. You will need to enroll and verify your bank account information with PrestoPay. When you choose PrestoPay as your payment option, GLSC will debit your checking account for the face value amount of your order, plus a small convenience fee of \$0.39. When Band Boosters receives the order report from GLSC, those that have paid via PrestoPay will be clearly indicated.

Additional Guidelines:

- If you have friends or family ordering with you, please be sure to include them in YOUR order. ShopWithScrip.com allows you to access your order multiple times (up to the order deadline). This makes things easier in the event follow-up is required. However, multiple checks for one order are allowed.
- If you are **mailing your Scrip payment** to Leslie Jackson, please mail **AT LEAST** 5 days prior to the deadline to ensure timely arrival. Mail to 546 Longwood Dr SE, Ada, MI 49301.
- If you are **dropping off your Scrip payment** at Leslie Jackson's house, please place it in the "Scrip" container on the front porch ONLY. DO NOT leave it in the mailbox. The Scrip container will be checked daily. DO NOT leave cash in the box. Contact Leslie to make arrangements for cash payment.
- Scrip order **pickup will be from 4:45 – 6:00pm** on the pick-up date at Leslie Jackson's house unless otherwise advised.
- Check your order thoroughly when you pick it up! YOU are responsible for your order once it leaves the Scrip Coordinator's hands.
- A management fee of 0.5% (0.005) is applied to the face value of each item purchased. This amount is deducted from your rebate amount and is not reflected on the electronic order form. However, each order will show the net rebate when the order is picked up.
- Click on the "What's New" tab on the glsc.com website before ordering to check out the ever-changing specials. Also, be sure to check the FHCbands.com website for Scrip news.
- Approximately twice yearly, the Band Booster Treasurer will distribute net rebates to student accounts.
- To use Scrip to pay for a music-related expense, please contact your Treasurer to make the necessary arrangements.

FOR QUESTIONS, CONTACT:

Leslie Jackson – Scrip Coordinator
546 Longwood Dr SE
Ada, MI 49301
616-940-2929
dlecjack@yahoo.com