

Scrip Guidelines

Enrollment and Sign-Up:

Two steps are **required** to successfully enroll and sign up for Scrip with the FHC Band Boosters. You will only have to complete these steps one time. Once you are enrolled and registered you will not have to do it again to participate in the program or purchase products.

Step 1) Please print and complete the following three forms from the website and mail or drop them off to Kathy Mason (see “{dropping off” instructions below).

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

Step 2) Register on-line with Great Lakes Scrip Center (www.glscrip.org) website. 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. This is a security measure to protect the band booster organization. To access the enrollment code, please contact Kathy Mason at 855-2737 or at kamason62@hotmail.com . Registration is a one-time procedure and will take care of the second type of enrollment.

Payment Options:

1.) Checks:

- Checks should be made out to: **FCH 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 6:00 p.m. on the order due date before it can be processed.
- Please make a paper copy of your order to attach with a paper clip to your check(s). Just click on “Printer Friendly Version”.

2.) Presto Pay:

- Presto-Pay is a convenient way for you to pay FHC Band Boosters for your order on-line, at the time you place your order. With Presto-Pay your payment will be electronically deducted from your checking account, and GLSC will accept your payment on behalf of FHC Band Boosters.
- Once you have successfully enrolled, and verified your bank account information, you will have the option of paying for your order with Presto-Pay. When you choose Presto-Pay, GLSC will debit your checking account for the face value amount of your order, plus a small convenience fee, and hold that payment until FHC Band Boosters release their combined order to GLSC. At that time your payment (minus the convenience fee of \$0.39) will be applied to the total FHC Band Boosters owes GLSC for the band's order. When the FHC Band Boosters' Scrip coordinator is releasing orders to GLSC, the ones that have been pre-paid via Presto-Pay will be clearly indicated.

Additional Guidelines:

- If you have any friends and family ordering with you, please be sure to include them with your order. ShopWithScrip.com allows you to access your order multiple times. This makes things easier in the event follow-up is required. However, multiple checks are OK.
- If you are **mailing your Scrip payment** to Kathy Mason, please do so at least five days before the deadline to ensure timely arrival at: 3101 Torian CT SE, Ada, MI 49301.
- If you are **dropping off your Scrip payment** at Kathy Mason's house, please place it in the "Scrip" container on the front porch by the door only. Do not leave it in the mailbox.
- Scrip order **Pick-up will be from 4:45 p.m. – 6:00 p.m.** on the pick-up date at Kathy Mason's house unless otherwise advised.
- Check your order when you pick it up! You are responsible for your order once it leaves the Scrip Coordinator's hands.

- A management fee of 1/2% (.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 site before ordering to check out the ever-changing specials. Also, 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:

Kathy Mason – Scrip Coordinator
616.855.2737
kamason62@hotmail.com

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