

St. Sebastian School Scrip Program Guidelines

Drop off Orders:

1. Your child will bring the Scrip Program Envelope or an envelope marked "Scrip Program" into school and give to their teacher in the morning. Their teacher will have it sent up to the office. I will receive the orders from the office.
2. Drop off your Scrip Program Envelope to the School Secretary in the morning by 8:30 a.m.
3. If your child is ill and you have an order, please contact the School office and leave a message for the Scrip Coordinator first thing in the morning of the due date.
4. Orders are due on the due date before 9:00 a.m. You may send it in a day before the due date. However, if an order comes in after the due date it will be held til the next order due date.

Pick-up Orders:

1. Orders are filled and will be sent home with the children. An order memo will be included in the order. The memo will need to be signed and returned to school for the Scrip Program files.
2. If the orders are filled earlier than Friday, they will be sent home as soon as they are filled.
3. E-mail Amy at amyscrip@comcast.net to make other arrangements.

Payment for Scrips: All checks are payable to: **Saint Sebastian School**. If you have other family members order thru scrip you can submit their check along with your own. **No cash please**, only check or money order is acceptable.

GLSC Updates on Discounts:

1. Go onto the internet to www.glscrip.com
2. click onto: "What's New"
3. click onto e-mail subscription.
4. Then input your e-mail and you will receive updates on a regular basis for GLSC vendors.

Scrip Envelope: Send your order into school in your Scrip Envelope. I will keep the envelope until your order is filled and send back to you. You don't have to send your envelope in unless you have an order, unless you need more forms, then send in and we will send back with more forms (Forms are also on the school website).

Memo with Order: The memo with your order is to confirm you have received your Scrip cards and certificates. Please sign and return to school. Please send back **within 1 week** of receiving your order in your Scrip Envelope or fold in half and put "Scrip Program - Amy Z."

Walk-in orders: You may pick-up Walk-in orders on the Thursday evening of Market Day Pick-up and as long as there are cards available. If I am not able to do walk-in on a certain Market Day evening, I will e-mail everyone.

Kohls & Lowes: You may charge items on your Kohls credit cards and Lowes credit card and then order gift cards from the scrip program to pay on your charges. These two are the ones which will allow you to use a gift card to pay on your bill.

- **Belle Vernon, PA - Lowe's Home Improvement Store:** If you have a Lowe's Charge account or Contract Account you can now purchase the Lowe's gift cards from the Scrip program and pay on your accounts. (Only the cards thru the Scrip Program will work. The ones purchased at the store will not work.)
 1. To do this you will need to go to the service desk at the Belle Vernon Lowe's and ask for either Jeff or Dianne the Managers on Duty (They are the only 2 managers who can authorize the transactions.) Then tell them you are with the St. Sebastian School Scrip Program and would like to use the Lowe's cards you purchased from the school to pay on your account.
 2. This is a two step process. They will refund the card and then put the money on your account. You will need to sign for each card that is put on your account. If you have any questions, please contact Amy.

How to reach Scrip Coordinator: Amy Zakrzwski - Home: 724-872-4516 (between 3:30 p.m. and 8:00 p.m.) Please no calls in the morning before school or after 8:00 p.m. E-mail: amyscrip@comcast.net . I will check my e-mails in the evening each night. The best way to get a hold of me is to call the school in the morning before 11:00 a.m. and leave a message with someone in the office. I will return your call as soon as I can. It may not be till after school.