

Zion Lutheran School Scrip Program Agreement

Zion Lutheran School (referred to herein as "we", "us", and "our") sponsors a scrip program which allows you to purchase scrip. The scrip you purchase through our program generates rebates from the participating retailers. These rebates can be used as credit to your tuition account, cash, and/or a gift to the school. The parties agree as follows:

1. For administering the scrip program, we will retain 50% of the rebates received from your scrip purchases as an administration fee.
2. We agree to apply the balance of your rebates as designated below (please insert desired percentages – percentages listed below should equal 100%):

_____ % credited to the following tuition accounts, allocated among the accounts in accordance with the corresponding percentages: (Write 100% in this blank if you want all of your portion to be applied to tuition assistance)

Family Name _____ % _____ %

Family Name _____ % _____ %

_____ % as a charitable contribution to the school's general expenses (Write 100% for all of your rebates to go to ZLS general expenses)

_____ % as a charitable contribution to the school's tuition assistance fund

100% credited to the following ministry of Zion (check one):

- Zion Lutheran School Tuition Assistance Fund
- Zion Youth Ministry Fund
- Future Building Fund
- St. Louis Seminary Student Assistance Fund
- Zion's Passion Drama Fund

_____ % as a cash rebate to you

With respect to your charitable contributions, we will provide you with all required acknowledgements under sections 170(f)(8) and 170(f)(17) of the Internal Revenue Code.

You agree to indemnify us against any loss incurred in connection with there being insufficient funds in your account to cover the checks or ACH transfers you issue to pay for your scrip. We make no representations or warranties of any kind with respect to the scrip. This agreement can be terminated by either of us upon 60 days advance notice to the other.

Please sign and date below to indicate your acknowledgement of this agreement.

Purchaser's Signature: _____

Printed Name: _____

Address: _____

Date: ____/____/____

ACKNOWLEDGED:

Zion Lutheran School

By _____ Date ____/____/____

Authorized Person's Name & Title

How to order Scrip!

Online Ordering

We want to encourage as many of you as possible to order your scrip online! The complete list of retailers available can be found online. Our paper order forms only list a few of the retailers available. **Everyone can order online even if you don't want to pay online.** Let me repeat: **You can order online and still bring your check into the school!** If paying online scares you, please do not let that deter you from ordering online! I want to make sure everyone understands that you can punch in your order on the shopwithscrip.com website and still pay Zion buy check! When you order online, your order is actually placed with us (Zion). We then pass it on to GLS. **Ordering online makes the program much easier for our volunteers to administer and will insure that orders are processed as quickly as possible.** Also, every paper order that comes in will be entered "by proxy" Mr. Pepper or one of the volunteers anyway. We will have to open a "proxy" account online for you and enter your orders. We need to do this as Great Lakes Scrip's online ordering application allows us to automatically track your orders, figure your rebates, and print packing slips and reports of rebates earned to apply to your tuition or designated ministry. PLEASE, open an account online and enter your orders yourself. It is safe and efficient! To order online:

1. Go to shopwithscrip.com
2. Click on "Create Account" in the green "Family Sign Up" box
3. Fill out the required information: Create a username, password, name, gender, year of birth and zip code, and email address. The rest of that page is optional and unnecessary.
4. Click "I accept" at the bottom of the page

At that point, you will be told that your account is not associated with any organization and asked to fill in an enrollment number so your rebates will be credited back to us and you at Zion Lutheran School. Please type the following in the "Enrollment Code" box: **53A72EEF215L8**

5. You should now get a message recognizing Zion Lutheran School as your non-profit. You can now place your order!
6. Shop by category or, easier yet, under "Browse" click on "All Categories"
7. An alphabetized list of categories appears at the left, and the letters "A B C..." appear near the top. Click on the letter that begins the name of the store you want. For example, to find and order Elden's cards, click on the "E" and scroll down to "Elden's Food Fair". You could also click on the category "Grocery" on the left and find it in that list.
8. Click on the name of the retailer (Elden's...) and the denomination you want.
9. Fill in the quantity box and click "Add to Cart"
10. A summary of that item appears. Click "Continue Shopping" to add more cards, or click "Cart/Proceed to Checkout" to view the entire contents of your cart/order.
11. You can add to the quantity ordered by clicking "Edit". To delete cards, click "Remove". You can also add the selected cards to your "Favorites" list to make shopping faster the next time!
12. When finished, click "Check Out".
13. "Select a Payment Option" now appears. "Check (Forward to your scrip coordinator)" is automatically selected since you do not yet have a Presto-Pay account.
14. Click "Confirm Your Order". An order confirmation appears indicating an order number and a summary of your order.
15. If paying by check, send or bring check to Zion as soon as possible. **Your order will not be placed if we do not have your check in hand by the time the order is placed (Mondays by 9:00 AM).**

If you want to pay online as well, click on "Presto-Pay" and follow the instructions. Presto-Pay is a secure ACH method of payment where the payment for your order is taken directly out of your checking/savings account. Remember: You do not have to pay online to order online!

Paper Orders

Those who do not have access to computers (people in remote areas such as Borneo, Nebraska, and Kensington) can order the old fashioned way: paper. Order forms will be sent out with newsletters, and are also available in the school office and church narthex. **Please note that paper order forms do not include all retailers available through Great Lakes Scrip.** Our paper order form contains all Alexandria participating retailers as well as some in the St. Cloud and Twin Cities areas. It also includes some online merchants such as Amazon.com. To view the complete list of retailers visit the Great Lakes Scrip Center website at www.glscrip.com. A few paper copies of the complete list will also be available in the school office.

To order with the paper form simply fill out the order form with your name, phone number, and date. Then enter the number of cards you want of each retailer and denomination in the "Qty" column. Blanks have been included near the end of the form to allow you to write in participating retailers found on the retailer list but not included on the paper order form. **Figure the number of all cards ordered and the total face value of all cards and place those totals in the appropriate blanks at the end of the order form. Turn your order and check in to the office at Zion.**

Remember: Orders turned in or entered online by 9:00 AM Monday of each week will be available for pick-up in the office after 2:30 PM on Thursday of the same week. Orders received after 9:00 on Mondays will not be available until the Thursday of the following week!

If you have questions at this time, please contact Mr. Pepper or Bonnie Brooks.

**Thanks for
supporting Zion!**