



Ordering and Using Scrip Certificates

Do I have to enroll right away?

You may enroll in the Scrip program at any time, but you may not order scrip until you are enrolled. Enrollment forms can be found in the Elementary and High School main offices or they are available to download from this website by clicking the "Policy and Procedure" link on the left.

Where and how do I get an order form? When and where do I turn it in?

The quickest way is to download your order form from the Regina Scrip Program website (a link is available on the Home Page). You will be assured of the most current order form from this site. You may also pick up an order form from the Elementary and High School offices.

Scrip orders are due Monday mornings of full order weeks by 09:00 am. Forms may be turned into your Elementary student's teacher or dropped off at the Elementary or High School offices by 9am.

You may also drop your order into the Scrip green mailbox located in the back parking lot near carline by 9am. It is directly across from our Scrip office.

How do I pay for my scrip?

You may pay for your Scrip with cash, check or money order. We cannot accept credit cards because of the fees involved. Your check or money order must be attached to your order. If your check is not written for the correct amount, we will call you to make arrangements for payment.

If you have registered with the Scrip Coordinators for a ShopWithScrip.com account, you may request the PrestoPay payment option. PrestoPay uses the same secure electronic payment transfer used by direct deposit systems. You simply visit the secure PrestoPay area at ShopWithScrip.com and enter your checking account information. After verifying the checking information, you will receive a secure approval code to share with your scrip coordinator. Then you can choose to pay with PrestoPay at the time you order, and have your payment securely transferred from your checking account to your organization. A 39-cent convenience fee will apply; less than the cost of a postage stamp.

What if I forget to turn in my order Monday? Can I email my forms?

If you miss the 9:00 am deadline, turn in your order and it will be processed the following Monday. Your Scrip will be available the following Friday.

We will attempt to contact you if we receive your order late and cannot process it. We may attempt to fill what we can from our "cash & carry" inventory, then let you know what we need to order the next week.

Order forms may not be emailed. Your order form must be accompanied by a check or money order to be placed.

Do I have to order each week? Can I buy scrip or must I order it?

No. You may order however it best fits your schedule and budget. Once you have filled out an enrollment and waiver form, you may order scrip. Scrip will occasionally be available for sale at special events, such as extracurricular activities, but it will be in limited quantities for select vendors only.



How do I get my scrip? How long will it take to get my scrip?

The enrollment and waiver forms allow you to select one of two delivery methods: send home in your child's backpack, or pick up in person. We encourage you to use the backpack method for elementary students if you have an elementary student, as it is the easiest for all parties.

Jr/HS orders are sent home with the student designated on your enrollment form. The student will be called to the HS office to pick up your order on Friday afternoon.

Scrip orders turned in Monday by 09:00am will be filled & available on Friday.

What if school is not in session on Monday or Friday?

If there is no school on Monday, there will be no scrip orders placed that week.

If there is no school on Fridays, there will be no scrip orders placed that week.

What if I don't receive my scrip Friday? What if my scrip is lost?

If you did not pick-up your scrip, it will be placed in the scrip office. You will be notified to set up a time to pick it up.

If your elementary student did not bring home your order then it is usually in the classroom with the teacher. If you notice the order is missing by 4pm on Friday, please call your teacher. The Scrip Coordinators cannot assist you in finding the order until Monday as we do not have access to the classrooms during the weekend.

You must sign a Waiver of Responsibility before ordering or receiving scrip. The Regina Scrip Program and the Regina Inter-Faith Catholic Education Center are not responsible for lost, stolen or misplaced certificates.

What if scrip is not available?

Scrip available in our inventory is limited. If you know you will need a large amount, or something we do not generally keep in inventory, please plan ahead and order during a weekly order.

Occasionally, Scrip certificates from the Great Lakes Scrip provider are on backorder. You will be notified of scrip status and we will deliver as soon as it is available.

Is Scrip available for vendors other than those listed on the order form?

Yes. We order from Great Lakes Scrip which is a national scrip provider. They have many other retailers. We only list those located near us on our order form. If you see another vendor on the GLS list you would like to order, please write the name, card denomination and quantity desired on the bottom of your order form when you submit your order.

How do I learn vendor rules for certificates?

For local vendors, visit the Scrip Website, click on the Policy and Procedure link on the left to access the Local Vendor list and information. If the scrip is provided through Great Lakes Scrip, visit <https://www.glscrip.com/shop/Default.aspx>.

Do Scrip certificates expire?

Some Scrip certificates are subject to expiration dates and/or non-use penalties. You are responsible for observing the terms of your Scrip. Usage guidelines are available on the Regina Scrip web site under Policy and Procedures, or view the hard copy of this list in the Scrip Office. Some certificates have usage restrictions.



Where is the Scrip Office?

The Scrip Office is located in the modular classroom units in the back parking lot. You may enter through the center door, #40. Our office hours are Mondays, 8-11:30 AM and Thursdays, 8-11:30 AM. We are open daily 8-9am when school is in session for cash & carry sales.

We can be contacted by phone, 337-4781, or email scrip@icregina.com.

Scrip Credit

What are the discounts? How much will I earn?

The discounts vary for each vendor, from 1.5% to 17% and 80%. The percentages are listed on the order forms and in the vendor details.

Your earnings will vary as well depending on your order. If you order \$250.00 per week, with an average 5% discount, you and Regina earn \$12.50 a week, \$50.00 a month, \$600.00 a year. That adds up to \$300.00 for you and \$300.00 for Regina.

When will the money go into my account?

Our fiscal year ends in April. We close for one week to balance our books when Great Lakes Scrip Center closes. You will receive a statement, notifying you of your credit that has been transferred into your Regina account. In your statement you will have instructions to contact the business office on how to apply your credit. The business office needs several weeks to process these credits.

How will I know how much credit I have accrued?

You will receive a statement in mid April, after we close for a week to balance our books.

My only child at Regina is a senior, what can I use my money for?

You may contact the Finance Office to discuss how your credit can be used. Your credit will be applied to your account in April. You can also request a check be paid directly to you.

My only child at Regina is a preschooler, how is the credit applied?

Please contact Mary Pechous or the Finance Office to find a way to take advantage of your credit.

Can I use my scrip money toward my children yet to come to Regina?

No, you must have a Regina School account for the Scrip Program to transfer funds into each year.

If I donate my share of the credit back to Regina, what is it used for?

The Regina Scrip Program earnings are part of the General Operational Budget. The Finance Committee directs how money is allocated.

Can I donate my scrip money to any other organization?

No. Earnings may be applied toward a Regina family's tuition account or donated to Regina Education Center.

How do I get on/off the Scrip Email List?

Email scrip@icregina.com. Being on our email list provides you with information on vendor specials, program updates, and special event information.