



REGINA Regal Rewards PROGRAM PROCEDURES

In order to participate in the Regal Rewards Program you must have an Enrollment Form on file. Regal Rewards Order Forms will be sent home in filled orders on Friday. Regal Rewards Order Forms may also be printed off this website; a link to the most current order form is on the Regal Rewards page.

Placing a Regal Rewards Order

Order forms and payment must be received by the Regal Rewards Office by 9:00 am Monday morning of order weeks. Regal Rewards Orders may be sent to school with your child, turned in to the Elementary or High School Offices or dropped in the Regal Rewards Mailbox. Any orders which are received after 9:00am on Monday will be collected and kept in the Regal Rewards Office for the following week's order. We will attempt to contact you if this happens and we are unable to fill your order. In the event that your Regal Rewards order cannot be placed, you will have a credit on your Regal Rewards account. You will be notified of this and given instructions for using the credit.

All Regal Rewards orders are to be prepaid. A check or money order must accompany your order form. If you have set up a ShopWithScrip.com account through the Regal Rewards Coordinators, you may request the PrestoPay payment option. PrestoPay enables payment from your checking account using the same electronic payment transfer used by direct deposit systems. To sign up, 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 Regal Rewards Coordinator. Then you can choose to pay with PrestoPay at the time of your online order and have payment securely transferred from your checking account. A 15 cent convenience fee will apply.

Regal Rewards orders placed on Monday will be available for pick up or sent home with your child on Friday. Your Regal Rewards order is delivered according to your instructions provided on the Waiver of Responsibility Form.

Picking up your Regal Rewards Order

If you designated that you will pick up your order in person: Orders may be picked-up on Friday morning from 8-9 in the Regal Rewards Office or from 3:00 - 3:20 pm in the High School main lobby.

If you enrolled with your JR/HS student to pick up your order: Your child will be called to the High school office on Fridays to pick up your family order. A Regal Rewards volunteer will be there to assist in handing out the orders.

If you enrolled with your elementary student to bring home your order: Backpack orders are sent home on Thursdays in your elementary student's backpack. If your order is not in the backpack, please first contact your child's teacher to see if it was handed out. If you are still unable to locate your order, email the Regal Rewards office or contact a Regal Rewards coordinator.

PROGRAM RULES & GUIDELINES

- Each family will have a unique Family Account. This Family Account name must appear on all orders to ensure your purchases are accurately recorded.



- A check or money order payable to Regina Regal Rewards must accompany all orders. Please do not send cash with your student. Regal Rewards certificate payments are not tax deductible because you receive dollar for dollar value. Regal Rewards rebates may be tax deductible if you elect for your earned rebate to be donated to Regina Education Center.
- If your check is returned because of non-sufficient funds (NSF), you will be charged a \$30 fee payable to Regina Regal Rewards. After two NSF checks are tendered on your account, your Regal Rewards ordering privileges will be limited to money orders only.
- Regina Regal Rewards will provide a summary of each participating family's account at our fiscal year end (in April).
- Regal Rewards certificates are purchased on your behalf, and are not returnable or refundable.
- When you receive your Regal Rewards certificates, open your order and verify its accuracy. Notify the Regina Regal Rewards Office by e-mail at regalrewards@regina.org within 7 days of any discrepancy.
- Regal Rewards certificates are the same as cash, and should be handled accordingly. Regina Regal Rewards will not be responsible for certificates that are lost, stolen or misplaced while in your possession. Some Regal Rewards certificates are subject to expiration dates and/or non-use penalties. You are responsible for observing the terms of your Regal Rewards.
- Regina Catholic Education Center will not be responsible for loss of Regal Rewards certificates or monies to purchase certificates.
- End of year earnings of less than \$5 will automatically be donated back to Regina/Regal Rewards Program.

You must sign the WAIVER OF RESPONSIBILITY form before certificates will be released with your child. These forms are kept on file; The Regina Regal Rewards Program accepts no responsibility for certificates delivered in this manner.