



- ✓ Make your purchases on a regular basis--this is the easiest way to fulfill your \$3,000 purchase commitment.
- ✓ **KEEP YOUR ORDERS SEPARATED!** In other words, **DO NOT COMBINE** grocery and retail orders; doing so **WILL DELAY YOUR ORDER.**
- ✓ **COMPLETE ALL INFORMATION** requested on the order form. The scrip committee is a group of extremely talented volunteers; however, they cannot read your mind!
- ✓ Use the manila folder labeled "SCRIP INFO" to keep the memos you will receive throughout the year regarding program updates and changes. Retailers are often added and occasionally eliminated.
- ✓ Keep track of your purchases on the backside of your brown and red scrip envelopes. Many people make a note of the amount and date of each purchase. Letters with your purchase totals will be sent to you after December and March.
- ✓ Some families place the same grocery gift card order each time they order and make a "master" order form. They then photocopy the form and submit the copy--with the correct date--and their payment.
- ✓ **DOUBLE CHECK YOUR ORDER**--especially for retail gift card/ certificates. Order **ONLY** those denominations listed on the order form--those are the only ones available through our program.
- ✓ Remind your child to give the order envelopes to their teacher!! Your order cannot be processed unless it gets to us. Your child's teacher sends the envelopes to the office where they are retrieved on scrip day for processing.

Thank You For Your Cooperation
And Your Participation!