

## **POLICIES OF CWC SCRIP PROGRAM**

### **Known as TRIP (Tuition Reduction Incentive Program)**

1. **Dates of Operation:** The TRIP program will run weekly, except in summer and around holidays. A schedule will be published on the school website. You will be notified of updates through the Crusader Weekly newsletter, the CWC TRIP Facebook page, [www.shopwithscrip.com](http://www.shopwithscrip.com), and emails.
  - a. Any questions about TRIP should be directed to a committee member.
2. **Registration Forms:** Each family participating will be asked to fill out a registration form. These forms will be kept on file. If this form is not returned, the TRIP Committee has the right to refuse to fill your order. By signing the form, you are agreeing to the Policies of CWC TRIP.
  - a. If your child is designated to bring certificates home, the child is responsible to pick up the envelope from the designated pick up place and the waiver must be signed on the back of the registration form. Your child will only receive the envelope with certificates ordered under your family name.
  - b. Any changes of address/telephone number/email address/donating changes must be given to the TRIP Coordinator.
3. **Who May Use TRIP:** Anyone and everyone—parents whose children attend CWC now or will attend in the future, grandparents, uncles & aunts, cousins, friends, CWC society members, etc. Family and friends may help you with your tuition by ordering certificates on your order, or they may register for their own account
4. **Payout:** The percentage earned on each account will be held by the TRIP Treasurer and credited to your tuition account two times a year, generally March and October. Payout will be to the account you have specified on your registration form. Any discrepancies must be brought to the attention of the TRIP Coordinator within 7 days of the statement date.
5. **Parents in Action (PIA):** TRIP is a committee of the Board. PIA (Parents in Action) supplies the volunteers to run the program. The TRIP program shall retain 20% of the gross rebates not to exceed \$10,000 to PIA. The TRIP Coordinator and the Treasurer shall calculate this amount prior to payout and determine if the % retained should be adjusted. The TRIP Committee is allowed to use this for operating expenses as the need arises. This shall be reviewed annually.
6. **TRIP Executive Committee:** The TRIP Executive Committee is made up of the TRIP Coordinator and Treasurer of the TRIP Committee, two other TRIP Committee members at large (3-year term), President & Vice President of PIA, and one Board Member who will be acting chair of the Committee.
7. **Designation of Earnings:** TRIP is being offered to promote the education of students at Central Wisconsin Christian Schools: Therefore, the money collected on your family account will only be paid to CWC for tuition reduction for grades 3K-12
  - a. If your child(ren) will no longer be attending CWC, for whatever reason, the money held under your family account can be:
    - i. Credited to your outstanding tuition balance;
    - ii. Credited to another family's tuition;
    - iii. Gifted to the Tuition Assistance Fund;
    - iv. Gifted to the Foundation for Christian Education;
    - v. Gifted to either First Christian Reformed Church or Bethel Christian Reformed Church;
    - vi. Gifted to PIA or another account of the school.
  - b. If arrangements have been made with the CWC Finance Committee, a family with no children at CWC may continue to use the TRIP program to pay off their outstanding tuition balance.
  - c. Alternately, funds may also be used for the hot lunch program. The participant must notify the TRIP Coordinator prior to payout.
8. **Ordering:** All orders must be submitted online at [www.shopwithscrip.com](http://www.shopwithscrip.com). Contact the TRIP Coordinator for your login information.
  - a. Your order must be entered online by Wednesday at 5:30pm. No late orders will be accepted. All late orders will be processed at the next order date.

9. **Pick Up:** Filled orders will be available Wednesday immediately after dismissal until 6:30pm at the TRIP room.
- Orders may also be picked up at Bargains Galore Thrift Store on Thursday after 12:00pm.
    - These orders must be paid with PrestoPay or paid by check/cash before they will be delivered to Bargains.
    - Since this is not a secure location, the TRIP Committee will not be responsible for any lost or stolen orders and a waiver must be signed on the back of the registration form.
  - Bethel Christian Reformed Church members may designate their orders to be picked up by a Bethel representative and delivered to church.
    - These orders must be paid for ahead of time with PrestoPay or by check/cash.
    - The waiver must be signed on the back of the registration form.
10. **Payment of orders:** All orders must be paid for before the committee will release them.
- These orders may be paid for online with PrestoPay for a \$0.15 charge per order, by credit card for a fee of 2.60%, OR
  - If you wish to pay with a check or cash, it will be a deferred order (Deferred Orders: place your order one week, pay for this order the next week at pickup.) Deferred orders are available for pickup at the TRIP room only
    - We encourage you to use checks over cash, but both will be accepted.
    - All checks must be made payable to CWC TRIP. These checks are non-tax deductible because you receive dollar for dollar value. The back of your checks will be stamped TRIP Non-Tax Deductible.
  - If you want to pay for your order at the time of the order, you may print your confirmation and place the confirmation and a check in an envelope. The envelope can then be placed in the TRIP drop box by 5:30pm on the Wednesday of the new order.
  - Anyone writing a Non-Sufficient Funds (NSF) check will incur a fee of \$30.00 to be paid to CWC TRIP. After two NSF checks are tendered on your TRIP account, only cash, money orders or cashier's checks will be accepted. No future personal checks will be accepted for the purchase of certificates. If the amount owed TRIP is not paid in full, you will forfeit your tuition earnings.
  - Anyone with a returned PrestoPay payment due to a closed account will incur a fee of \$30.00 to be paid to CWC TRIP. If the amount owed TRIP is not paid in full, you will forfeit your tuition earnings.
11. **Order Errors:** If you order something in error, you can contact the TRIP Coordinator to try and cancel the order. If you choose to pay with PrestoPay for the order, you must contact the TRIP Coordinator that same day or the order cannot be cancelled.
12. **Credit Slip:** The TRIP Committee may issue a credit slip for various reasons:
- certificates ordered were not available;
  - too much money was sent in with the order.
- This credit slip should be used like cash when you place your next order.
13. **Paying off credit card bills:** Kohl's is the only business that accepts payment of credit cards with gift certificates purchased through the TRIP program. Payments must be made in person.
14. **Dormant Accounts:** Any family TRIP account that has not had any activity for 2 years will be considered a dormant account. A letter will then be sent out to determine which account the balance should be forwarded to or determine why it is dormant.
15. **Non-Waupun Residents with children 5<sup>th</sup> grade or below:** The TRIP committee recognizes the difficulty of out of town families to pick up their orders. Those that live out of Waupun and have only young children (5<sup>th</sup> grade or younger), may make arrangements to have the order brought to their child's classroom.
- The order must be paid for with PrestoPay.
  - The waiver must be signed on the back of the registration form and the teacher designation made.
16. **Out of State Users:** Families that would like to help that live out of state are able to use our program.
- They must contact the TRIP Coordinator to setup their account.
  - They must always pay with PrestoPay.
  - They must always purchase the ScripNOW retailers or make arrangements to have someone pick them up.