

Roles and Responsibilities

Often schools designate a SCRIP chairperson who works closely with the school treasurer to run the program. If you keep SCRIP inventory on hand, you may also have one or more SCRIP sellers. Their duties may be split as follows:

Treasurer

Oversees entire program
Calculate monthly profit

SCRIP chairperson

Orders SCRIP from merchants
Balances inventory and sales at least monthly
Deposits checks/cash from members

SCRIP SELLERS (for on-hand inventory)

Sell SCRIP to members
Record sales on order forms, including SCRIP serial numbers

Example SCRIP sales form.*

SCRIP receipt for: _____		
Date: _____		
Type of SCRIP	Serial #s	Amount
Long's		
Macy's		
Safeway		
Pizza Hut		
Shell Gas		
Toys R Us		
OTHER		
Seller: _____ Total \$: _____ Check # _____		
Purchaser's Signature: _____		

* A logbook containing this information can be kept in lieu of individual receipts
4/98.

Questions & Answers

Q: How do we get members to participate in a SCRIP program?

Hopefully, your members will see the benefits of SCRIP to their school, and they will be committed to the program to the maximum extent as is reasonable for their family. Some schools find it helpful to require their members to purchase a minimum amount of SCRIP each month. If there are families that do not want to participate in the SCRIP program because it is not convenient for them, they can contribute an extra amount to the school each month with their tuition check. This amount should equal the amount of profit their family would have generated if they had participated at the same level as other members. It is helpful to remind members that SCRIP helps to keep the tuition costs low. Some members use SCRIP to help stay on a budget; others like to use SCRIP gift certificates as presents, or when donating to worthy causes at holiday times.

Q: Where do we get SCRIP?

SCRIP for many national merchants can be purchased through the National SCRIP Center, whose phone number is 1-800-538-1222. Additionally, many local merchants may be interested in contributing to the community by selling it to your school directly.

Q: What do we do if SCRIP is lost or stolen?

Re-examine paperwork and track which serial numbers of SCRIP are missing. Review who had access to the box/supply of SCRIP. A police report must be filed if an insurance claim is to be made.

SCRIP Made Simple



CALIFORNIA COUNCIL
OF
PARENT PARTICIPATION
NURSERY SCHOOLS, INC.

What is SCRIP?

SCRIP IS LIKE CASH! SCRIP is the name given to gift certificates that schools purchase at a discount from merchants or a central buying agency, and then sell to school members at face value. For example, if a merchant offers SCRIP at a 5% discount, a school could purchase \$100 worth of SCRIP (gift certificates) for \$95. In selling the SCRIP to their member families at the \$100 face value, the school makes \$5 profit.

Members use SCRIP just like cash when they shop... **SCRIP MUST be treated just like cash!**

SCRIP is offered by many merchants, including grocery stores, clothing stores, department stores, pet stores, gas stations, restaurants, and specialty stores. Each store's SCRIP looks different.

SCRIP is often called the "painless" fundraiser because members do not have to bake cookies, wash cars, or sell candy to participate. They only have to buy SCRIP gift certificates and use them when they do their normal shopping.

Why start a SCRIP program?

The profit your school can earn selling SCRIP is potentially substantial. For example, let's assume your school has 30 families that participate in your SCRIP program by purchasing \$250 worth of SCRIP each month for 10 months. With an average return of 5%, your school would make \$375 per month. This is \$3750 profit per year! Remember, since SCRIP is available from most grocery stores, \$250 per family per month is not an unreasonable amount. Many schools require each family to purchase a specific amount of SCRIP per week or month as part of their standard school participation requirements. Families can also reach their SCRIP purchase goals by including neighbors', friends' and relatives' orders with their own.

Selling Philosophies

There are three basic ways in which you can sell SCRIP:

1. Keep inventory on-hand

This method involves investing in SCRIP inventory before you start selling. SCRIP is bought from merchants or the SCRIP central before it is sold to members.

Advantages:

Convenience for members
Allows for last-minute purchases

Disadvantages:

Requires initial investment
Risk of loss or theft is higher

2. Collect orders and deliver later

SCRIP orders are collected from members on a regular basis (weekly, bi-weekly, or monthly). The school then orders only what has been ordered by their members. Inventory is not kept on-hand.

Advantages:

No initial investment is required
Balancing inventory and sales is simpler.

Disadvantages:

Some merchants will only sell large blocks of SCRIP, and individual orders may not meet minimum requirements.
Requires families to plan ahead
Does not allow for last minute purchases

3. A combination of the first two.

Some schools operate their SCRIP program as a hybrid of the two ways described above, keeping popular local stores on hand but special ordering less-utilized SCRIP.

RESPONSIBILITY + ACCOUNTABILITY = PROFITABILITY

Insurance Considerations

The biggest risk of a SCRIP program is that SCRIP can be lost, misplaced, or stolen. Since **SCRIP is like cash**, this possibility must be taken seriously, and SCRIP should be insured against such loss. SCRIP losses are currently covered by crime coverage insurance purchased through CAPPNS. In the event of a claim, the insurance company requires adequate, detailed records before paying a claim. If your records are inadequate, your claim may be denied. The following list of "helpful" hints will help to minimize losses.

Safe SCRIP Handling

SCRIP can be used like cash. **It should be treated as cash.**

ONE person must be responsible for your school's SCRIP. That person should be the only one to buy SCRIP for your school.

Accurate records must be kept of SCRIP purchases, including the name of the purchaser, the amount bought, the serial numbers (very important), and the purchaser's signature.

Designate an organized and trustworthy individual to oversee and run your school's SCRIP program.

Keep SCRIP in a locked box, in a locked storage area, preferably in a safe. **Never leave the SCRIP box unattended anywhere, or in a car.**

Record SCRIP serial numbers on receipts/log book. There should be a signature line for the purchaser and the seller, and both parties should count the SCRIP during a sale.

If more than one person sells SCRIP from the locked box, it should be inventoried and balanced prior to passing it from one person to the next. It is highly recommended for schools to have their SCRIP handlers bonded for additional security.