

Orchestra Boosters of Grand Haven

SCRIP Gift Card Program Policies



The “SCRIP Gift Card Program” refers to both the overall SCRIP Gift Card Fund Raising Program and its related “SCRIP Accounts” in which family earnings from Gift Card purchases are tracked for future reimbursement of GHAPS related school expenses.

SCRIP ACCOUNT RULES

Participants sign up for the program by completing the SCRIP Gift Card Account Enrollment Form (Form #2). The account is set up by Individual/Family. The participant should list all GHAPS students/family members that are to be attached to the account. The Account owner must be 18 or older.

1. Each family will be provided a unique customer ID number (First 2 letters of last name and last 4 numbers of your phone number). This number must appear on all gift card orders you or extended family/friends submit to ensure your purchases are accurately recorded.
2. Watch your e-mail for confirmation, program info, dates/times for weekly Panera sales, and optional online purchase info & setup. These options require additional steps for registration and use.
3. Profits from the SCRIP Gift Card program are split as follows: 50% into individual/family accounts, 50% into the GENERAL FUND of The Orchestra Boosters.
4. Funds in students'/family accounts may be used for reimbursement of any GHAPS related expenses.
5. SCRIP Gift Card Reimbursement Request forms (#4) can be picked up at the weekly SCRIP table at Panera GH or can be printed directly from the Orchestra Booster Web site. Go to grandhavenorchestra.org, and choose the “SCRIP Gift Cards” menu item. Additional SCRIP forms can be found under “Documents”.
6. Each Reimbursement Request must total \$20.00 or more.
7. Original Receipts must be attached to request for reimbursement. Please...only one item per request form.
 - a. Any music related expense without a receipt must have director's signature on the reimbursement request form (i.e.:Uniform expense, trip, Band camp, etc.) to verify expense.
 - b. For other school related expenses, the individual/family must have an appropriate GHAPS / NORA receipt.
8. Reimbursement forms can be dropped off at designated Booster boxes in music areas or at SCRIP sales at Panera.
9. Reimbursement Checks may be picked up at SCRIP sales or mailed if a self-addressed stamped envelope is provided.
10. Any “Booster” check not cashed within 60 days will be void. Check recipient will not be contacted.
11. Not all reimbursements will be made within 30 days after date received. (But we'll try!)
12. Individual/family accounts will be updated monthly. A cumulative report by individual/family is available upon request.
13. If there are any changes to an account, such as an addition or subtraction of students or family members or a change in address or phone number, a new enrollment form must be completed.
14. Any Account that has had no activity for 12 consecutive months will be inactivated with remaining profits returning to the general Booster SCRIP account. Account Holder will not be contacted prior to transfer.
15. Existing Funds CANNOT be transferred to another family or student that's not a related member of the family.
16. Upon graduation of the youngest child, family may choose to continue participating, with all profits supporting the orchestra program.

PURCHASE RULES

- SCRIP Gift Cards can be purchased with check or a money order. Checks should be made out to OBGH.
- Checks that are returned for insufficient funds will incur a \$25.00 fee to be paid before any future orders can be picked up.
 - Two (2) NSF checks will require a money order/cashier's check for future SCRIP Gift Card orders.
 - The \$25 NSF fee may be deducted from your family SCRIP account if the NSF fee is not paid within two (2) weeks.
- Advance SCRIP orders will be released to PURCHASER ONLY unless a signed note by the purchaser is presented at time of pickup.
- SCRIP GIFT CARDS ARE LIKE CASH! Please guard against loss, as lost/stolen gift cards cannot be replaced by The Boosters.
- If a participant receives a card with a zero balance or that will not work at a retailer, please call the 800 number on the back of the card and follow up with the vendor. If the issue cannot be resolved, a written request can be submitted with the card to the SCRIP coordinator for further follow-up.
- SCRIP Gift Card/Certificate payments are not tax deductible because you receive dollar for dollar value.
- This program operates year round. A summer schedule will be available before end of school year. There will be no SCRIP Gift Card sales during school closures due to inclement weather. Additional SCRIP Gift Card sales sometimes occur before Orchestra concerts and for special events – times and dates to be announced via e-mail.