

## St. Matthew Parish School Manna/Scrip Program Guidelines 2023 - 2024:

*(These guidelines are subject to change; participants will be notified accordingly.)*

**Changes from previous years are highlighted in yellow**

1. Registration only has to be filled out once. A new delivery form must be completed each school year.
2. Once a physical gift card order has been placed, a reusable envelope will be given/used for future physical gift card orders.
3. Ways to pay:
  - a. Linked Bank Account – deducts money directly from your bank account (\$0.29 fee/transaction)
  - b. Credit card (includes a 2.6% fee)
  - c. Write a check/money order payable to **St. Matthew PO-Manna**.
4. Physical gift cards will be ordered **once a month**. All **Checks** for Manna/Scrip orders are **due by 12:30 pm** on the first Thursday of the month at the school office. No late orders will be accepted. The deadline for physical gift card **online orders/payments** will be the Saturday after the first Thursday at the end of the day. Orders will be distributed the following Tuesday/Wednesday (except in months with school holidays). Any discrepancies must be reported to the Manna/Scrip Coordinator within 24 hours of receiving orders. Physical gift cards will not be ordered over the summer. Additional order dates may be added based on the volume of participants in the program and for Christmas.
5. If any payments are returned, the family will not be allowed to order any gift cards until repayment is made. Returned payments and all assessed fees must be repaid with a money order, cashier's check or cash. After notification of a returned payment, families will have one week to repay. If not repaid in one week, the amount will be added to the family's FACTS account. Additionally, St. Matthew Parish School may revoke a family's participation for repeated occurrences of returned payments.
6. If paying online/through the app with a linked Bank Account or Credit Card for e-gift cards or Reloads, the gift cards can be received instantly. These orders can be placed 24/7.
7. Participating vendors and their rebate percentages are subject to change without prior notice.
8. 25% of the rebate is kept by St. Matthew Parish School to cover expenses and as a fundraiser. The other 75% of the Manna rebate may be applied to tuition, donated to another family or to the school. Once a month, rebates will be applied as a tuition credit. The tuition credits will be submitted at the beginning of the month. It may take a week for credits to post on FACTS accounts. Any discrepancies must be brought to the attention of the Manna/Scrip Coordinator immediately.
9. Once tuition is paid in full, families will receive their credits as a monthly check.
10. Certificates and gift cards are just like cash. St. Matthew Parish School Manna/Scrip Program cannot accept responsibility for lost, misplaced, or stolen certificates and gift cards.
11. Only St. Matthew Parish School families and staff are allowed to purchase Manna/Scrip. School families/staff may purchase gift cards for family and friends. The online enrollment code is for St. Matthew Parish School families and staff **only**. An email with the online enrollment code will be sent once the registration and delivery forms are submitted.
12. Orders are placed using the RaiseRight website or app. Ordering may be done online and paid by check delivered to the school office. A RaiseRight account has to be created with the school enrollment code, see item 11 above.
13. Staff will receive their rebates as a check twice a year (in January and July).

If you have any questions please contact Luann Lytell at [manna@stmatthewschool.org](mailto:manna@stmatthewschool.org)



## MANNA/SCRIP PROGRAM AGREEMENT

St. Matthew Parish School (referred to herein as “we,” “us” and “our”) sponsors a scrip program (commonly known as Manna) which allows you to purchase SCRIP. The SCRIP you purchase through our program generates rebates from the participating retailers. These rebates can be used as a credit to your tuition account and/or a gift to the school. The parties agree as follows:

1. Rebates earned will be used in the following ways:

- a. 25 % will be retained for running the SCRIP program
- b. \_\_\_\_\_% as a charitable contribution to the school
- c. \_\_\_\_\_% as a tuition credit to your FACTS account (staff receive checks)
- d. \_\_\_\_\_% as tuition credit for the following school family:\_\_\_\_\_

Total: 100%

You agree to indemnify us against any loss incurred in connection with there being insufficient funds in your account to cover the checks or ACH transfers you issue to pay for your scrip. We make no representations or warranties of any kind with respect to the scrip. This agreement continues unless replaced by another, and can be terminated by either of us upon 60 day’s advance notice to the other.

Please sign and date below to indicate your acknowledgment of this agreement. Your signature confirms that you have received and read the Guidelines of this program and agree to comply with the policies and procedures stated within.

Purchaser’s Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(referred to herein as “you” and “your”)

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Families** - Please circle your tuition payment plan (Once tuition is paid in full, it will be verified with the Business Manager. Then rebates will be given as a monthly check):

Annual (already paid in full)      Semi-Annually      Quarterly      10 Payments  
11 Payments      12 Payments

**2023 - 2024 SCRIP Delivery Authorization Form**

**Option 1 – Physical gift cards sent home with your child**

I, \_\_\_\_\_ (please print your first and last name), authorize St. Matthew Parish School to send my SCRIP order home with my child, \_\_\_\_\_ (please print your child’s first and last name), in Mr./Mrs./Ms. \_\_\_\_\_’s class, grade \_\_\_\_\_. I understand this authorization will be kept on file and will be in effect until other written instructions are received. I understand SCRIP is like cash and cannot be replaced or refunded if lost or stolen. I also understand by signing this agreement, I will not be required to provide a signature confirming receipt and accuracy of my SCRIP order. I understand that I may revoke this authorization in writing at any time. I agree to these terms with my signature below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Option 2 – Physical gift cards will be picked up at the school office**

If you prefer to pick up your Physical Gift Cards at the school office, you may do so during normal school hours. They are **Monday through Friday from 8 AM to 3:30 PM**. Please Sign Below for this option.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The agreement form and delivery form must be on file before ordering.**