

CHRIST COMMUNITY LUTHERAN SCHOOL P.T.L. SCRIP PROGRAM
Program Rules and Guidelines, and Family Enrollment Form

Please read the guidelines below, fill out the enrollment form on the following page and return it to the "PTL" box in the school office. Keep this page for your records

The CCLS Scrip coordinator is Ginny Glander. Phone: 239-384-9089 or email: glanderktf@comcast.net

1. Orders may be submitted using paper order forms, available in the school office, or on the PTL pages at www.ccls-naples.org. Orders may be placed in the "PTL" box in the school office.
2. Alternatively, orders may be placed online, using Shop With Scrip. (www.ShopWithScrip.com). A valid e-mail address and password are needed to utilize this service. *There is no additional charge to use Shop With Scrip.*
3. **All orders MUST be accompanied by FULL PAYMENT. Payment options are as follows:**
 - a. Check or money order made payable to **CCLS PTL** (place in the PTL box with your order, in an envelope marked "Scrip") Shop With Scrip orders can be paid by check. Please print your purchase order and include it with your payment.
 - b. Pay Pal e-mail invoice. If you would like to pay using PayPal, call or e-mail Ginny Glander. You will be sent an e-mail invoice with a link to Pay Pal. **Please note:** In order to maximize the benefit to both CCLS and to our families, the Pay Pal fee of 2.5% will be added to your total.
 - c. Please do not send cash.
4. Scrip payments are NOT tax-deductible because you receive dollar-for-dollar value.
5. If your check is returned because of non-sufficient funds (NSF), you will be charged a \$20 fee payable to CCLS PTL. After two NSF checks are tendered on your account, your Scrip ordering privileges will be limited to money order or Pay Pal only.
6. Scrip certificates and cards are purchased on your behalf and are **not returnable**.
7. When you receive your Scrip certificates, open your order and verify its accuracy. In the unlikely event that you find a discrepancy, please contact Ginny Glander with at 239-384-9089 within 3 days.
8. Scrip certificates are the same as cash, and should be handled accordingly. *CCLS PTL will not be responsible for certificates that are lost, stolen, or misplaced while in your possession.*
9. Scrip orders can be mailed to you or sent home with your youngest child. In order to receive your Scrip order in this way, you must sign a WAIVER OF RESPONSIBILITY, which will be kept on file. CCLS PTL accepts no responsibility for certificates delivered in this manner.
10. A limited amount of Cash and Carry Scrip will be available under the pavilion from 2:30-3:15pm on Monday of each week. All orders must be paid by check.
11. Orders are submitted on Monday of each week, and delivered on Friday. Please submit your order by 3:00pm on Monday to receive it on that Friday. Late orders will be submitted the following week.
12. Orders will be mailed or released with a child if a waiver has been signed. If no waiver is on file, the order will be available in the school office. Please sign the "Weekly Order Pickup List" after you have received and reviewed your order.
13. Each family will receive a quarterly purchase summary.

CCLS PTL SCRIP PROGRAM
ENROLLMENT FORM

First Name: _____ Last Name _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Best time to call: _____

E-mail: _____

I have read and understand the policies and guidelines listed above, and I agree to abide by these policies.

Signature *Date*

*******Please sign below to indicate which delivery method you choose*******

- I give permission for my Scrip orders to be released to my youngest child and to be sent home via the book bag on Fridays. I understand that CCLS and CCLS PTL accept *no* responsibility for certificates delivered in this manner.

Signature ***Date***

- I do **NOT** give permission for Scrip orders to be released to my child. I will pick up my Scrip orders in person in the office.

Signature ***Date***