

Olentangy Shanahan Middle School PTO Scrip Order Form

www.shanahanms.olentangypto.org/docs/ScripOrderForm.pdf

Scrip (another word for our gift card/certificate program) is an ongoing project to raise money for our school. A portion of the profits will also be applied to your child's Washington DC trip. The PTO purchases gift cards/certificates at a discount from participating merchants and sells them to you at face value. Our profit comes directly from the merchant, not you! The gift cards are just like cash and should be treated and protected as such.

TO ORDER:

1. Fill in your name, address, phone numbers (daytime and cell), subdivision/area, and order date.
2. Fill in the information for the student receiving the 2% credit for their Washington DC trip.
 - Student's name (only one student per order form), student I.D. (found on the student's schedule, grade card, or student ID card), grade, and home-base teacher.
3. Check how you would like to receive your Scrip order.
 - Sent to nearest Scrip Contact: Fill in the name of the contact nearest you; you will need to call the contact to make specific arrangements to obtain your order.
 - Picked up by my child in the school lobby: Your child should come to the school lobby after school and pick up your Scrip order. There will be an announcement by the office reminding them to stop. He/she will be required to sign for the Scrip order. Your signature on the order form is **required** releasing Olentangy Shanahan Middle School and PTO of any and all responsibility for your Scrip order. There will be no refund if your Scrip order is lost once your child receives it.
4. Fill in the total dollars ordered for each merchant. If the merchant has more than one denomination, fill in how many of each denomination you want and the total dollars ordered. Fill in the grand total. For example:

Giant Eagle $\begin{array}{r} 4 \ 25 \\ \underline{2 \ 50} \\ \hline 100 \end{array}$	\$ 200	Home Depot $\begin{array}{r} 4 \ 25 \\ \underline{\quad 100} \\ \hline \quad 500 \end{array}$	\$ 100
Grand Total		\$ 300	

5. Attach your check made out to OSPTO. Return to the School office at any time by:
 - Sending your order to school with your child in an envelope marked PTO Scrip. Your child should take your Scrip order to the office and put it in the GREEN box marked Scrip Orders. Students should NOT give the envelope to their home base teacher, as this may delay your order.
 - Mail to: Olentangy Shanahan Middle School, Attention: PTO Scrip, 814 Shanahan Road, Lewis Center, OH 43035. Please allow ample time for routing.

DISCONTINUED ITEMS: Occasionally, our supplier or a merchant may discontinue an item. We attempt to update our Order form as soon as possible. Please check our website (listed above) to obtain an updated Order form.

BACKORDERS: We will not be aware of backorders when we process your order. We will notify you and deliver your backordered item as soon as it is available.

ORDER DATES: Orders will be filled as listed on the Scrip schedule below. Orders **received by 10:00 am** on the order due dates will be delivered on the following Friday. Orders may be turned into the office at any time prior to Order date. We also keep a limited number of gift cards in stock.

Received by 10:00 am:

- Friday, December 4
- Friday, December 11
- Friday, January 8
- Friday, January 22
- Friday, February 5
- Friday, February 19
- Friday, March 5
- Friday, March 12

Delivered by:

- Friday, December 11
- Friday, December 18
- Friday, January 15
- Friday, January 29
- Friday, February 12
- Friday, February 26
- Friday, March 12
- Friday, March 19

SCRIP CONTACTS:

<u>Name</u>	<u>Phone</u>	<u>Location</u>
Beth Waldron	362-0422	Dale Ford Rd.
Shelley Johnson	548-1999	The Shores

QUESTIONS? - CALL . . . Beth Waldron (740) 362-0422