

SCRIP HANDLING GUIDELINES

Many schools utilize Scrip as a fundraiser. People purchase Scrip from the school, which they then use at local stores such as JC Penney, Kohl's or K-Mart. Scrip is also commonly used to pay utility bills. There are literally hundreds of businesses nationwide that participate in the Scrip program. When people purchase items with Scrip, the school receives a small percentage as the fundraiser contribution.

People order Scrip from the school, which in turn orders Scrip from a company such as the National Scrip Center. The Scrip then arrives at the school to be picked up or distributed to parents or other persons who have ordered them.

Scrip can be an excellent fundraiser if it is properly handled and safeguarded. Since Scrip is an alternative form of currency, it should be treated as cash. Accordingly, schools should practice safe procedures in the handling of Scrip. The following procedures should be followed:

1. Volunteers should not take Scrip home for delivery. People participating in the program should pick up Scrip at the school in a centralized location. Scrip can be sent home from school with a person's son or daughter if the person signs a waiver providing the school permission to do this (a sample waiver is attached).
2. Scrip should be stored in a safe, which is locked at all times. The safe should be kept in a non-obvious, secure area on the school premises.
3. A large inventory of Scrip should not be maintained. Scrip can be received from the National Scrip Center (or other Scrip clearinghouses) in one day by airmail. Schools should only order the amount of Scrip which has been requested by program participants.
4. Adequate bookkeeping that tracks the purchase and distribution of Scrip is required. At least two people should have dual responsibility for the maintenance of Scrip records. When a school receives an order of Scrip, serial numbers should be recorded. In the event that Scrip would be lost or stolen, the recording of the serial numbers would allow the school to quickly identify which Scrip was missing. Local stores could be alerted to watch for the stolen Scrip.
5. Scrip records should be audited or reviewed by the finance committee on a regular basis. Additionally, the Scrip records should not be stored with the Scrip, but in a separate area.

Scrip can be an excellent way for a school to raise funds. To be successful, schools must understand that Scrip is a cash equivalent and should be treated with the same care.

**PERMISSION FOR CHILD/WARD DELIVERY OF SCRIP
AND WAIVER OF CLAIM**

I _____ give permission to
Parent/Guardian

_____ to deliver Scrip,
School

which I ordered from school, to my child/ward _____.
child/ward

I understand that my child/ward will be responsible for the safe transport of the Scrip from school to my home and certify that I have discussed the responsibilities associated with the transport of the Scrip with my child/ward. I further understand that I have the option of personally picking up my Scrip orders from the school rather than having my child/ward transport it.

I agree that once the school delivers the Scrip to my child/ward that the school is not responsible for any Scrip which is lost, stolen or misplaced. I hereby waive any right of recovery that I may have against the school for Scrip that is lost, stolen or misplaced after it is given to my child/ward.

This agreement is effective for the _____ school year.

Parent/Guardian signature

Date