

Scrip Gift Card

Online Ordering Instructions

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www.libertyms.olentangypt.org

ORDER DUE DATE: 1st Thursday of each month.

Delivery Date: 3rd Thursday of the month (see monthly order schedule on page 2)

Initial Order

Before placing an online order for LMS PTO Scrip gift cards you must register with the GLScrip (Great Lakes Scrip Center) and enroll in the Presto-Pay program.

Registration:

(Have your student's ID # handy. This ID# is on his/her class schedule, first available at pick-up on August 19th or 20th. It is also on prior LMS Report Cards or Schedules.)

Go to ***www.shopwithscrip.com*** (there are several similarly named websites, be sure you use this one :) to register. Select "Get Started" on the top bar and then "Register" on the left side bar. Enter your registration information, including your student's legal name and STUDENT ID # BEFORE AND AS PART OF THEIR FIRST NAME.

To get to our "Organization" of OLMS PTO/Powell, OH, you will need to enter our "Enrollment Code" of **FL85B5453L76** Now your registration is complete!

Enrollment in Presto-Pay: Once enrolled, any orders you place will deduct the amount of your order from your checking account. No more writing checks and having to get them to the Scrip chair by the 1st Thursday of the month!

Enrollment in Presto-Pay is an online menu instruction process but here are some things to remember: When you enroll in Presto-Pay you will be asked for your checking account information. After giving this information you need to go to your online checking account information and record the amount of the 2 small deposits Presto-Pay has made into your account. Once you have this information about these account deposits, you need to return to the Scrip Presto-Pay website and enter this information to activate your enrollment. Only after completing these steps, can you place your first order for Scrip.

PLEASE take the time to go through this initial enrollment process for your student. This is a one-time enrollment, good for all his/her years at LMS.

NOW you are ready to order Scrip Gift cards from the hundreds of choices available online.

Questions?

Contact LMS PTO Scrip Chairperson:

Vanessa Hamilton at: nessa718504@earthlink.net

*******PLEASE NOTE*******

There are a few Scrip Gift Card vendors that give rewards less than 4%. While you can certainly purchase these cards, the % return is not enough to justify the investment by the PTO to track 2% rewards for your child's DC Trip account so **SCRIP GIFT CARDS WITH A DISCOUNT/REWARD of LESS THAN 4% WILL NOT EARN CREDIT TOWARDS YOUR CHILD'S DC TRIP FUND.**

Ordering SCRIP: Once you have registered with GLScrip and enrolled in Presto-Pay, you can begin ordering Scrip gift cards. At the www.shopwithscrip.com website select "Order Scrip" on the top bar. You will probably need to "Filter Product Items" at the top of the screen, as there are hundreds of retailers to select. Select quantities desired, add to cart, and then check out. **ONLY ORDERS PAID FOR BY PRESTO-PAY WILL BE SENT TO GLScrip FOR PROCESSING.**

<u>Order Dates (1st Thursday)</u>	<u>Pick-up/Delivery Dates (3rd Thursday)</u>
September 3	September 17
October 1	October 15
November 5	November 19
December 3	December 17
*January 7	January 21
February 4	February 18
March 4	March 18
April 8 (2 nd Thursday due to spring break)	April 22 (4 th Thursday)
*May 6	May 20
June 3	June 17
July 1	July 15
August 5	August 19

***If you place an order in January and/or May, you will receive a report on how much your child has earned!**

Picking up your Scrip Gift Cards:

Orders placed online by the 1st Thursday of the month (see exact dates on calendar above) will be available for pick-up in the lobby at 2:50pm – 3:30pm on the 3rd Thursday of each month. **Complete the form on the next page once** and place it in the Blue Scrip Box in the Attendance office at Liberty Middle School, **Or**

Mail it to: **Olentangy Liberty Middle School**
Attn: Scrip/Kroger Fundraising
7940 Liberty Road, Powell, OH 43065

Want to support LMS and do not have a child that attends Liberty Middle School? On the online order form, for the Student Number, write instead, the end of the school year. For example for 2009-2010, put: *2010*. It will go towards the caring fund for that school year.

Delivery form for OLMS PTO Monthly Scrip Gift Card Program

Name: _____ Phone#: _____ Date: _____

Street Address: _____

Subdivision: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Credit the account of:

Student's ID# _____ Student's Legal name: _____

Grade: _____

NEIGHBORHOOD Contact you chose (list on next page): _____

IMPORTANT, CHECK ONE:

_____ Send to nearest subdivision/neighborhood contact (see list below)

_____ I will pick up the order in the lobby on the 3rd Thursday next to the attendance office between 2:50p – 3:30p.

_____ My child will pick up my order in lobby on the 3rd Thursday between 3:10p – 3:30p next to the Attendance Office (Signature is required below)

By signing this, I understand I am releasing Liberty Middle School and PTO of all and any responsibility for my gift card order once the gift cards are given to my child. I also understand there will be no refund if my order/card(s) should be lost.

Signature X _____

SUBDIVISIONS/NEIGHBORHOOD CONTACTS:

If you choose to have your order picked up by a contact, it is very important you choose one that is the closest to where you live. If your neighborhood is not listed below, pick one and then let the contact know you are putting them on your form. This gives them a heads up that they will have one to pick up on the delivery date. For those who listed more than one neighborhood, the first one listed is where the contact lives. New neighborhood contacts are assigned in the beginning of each school year. If you wish to volunteer as a contact next year, get in touch with:

Vanessa Hamilton, 614-846-3769, nessa718504@earthlink.net

<u>Subdivisions/Neighborhoods</u>	<u>Contact</u>	<u>Phone</u>	<u>Email Address</u>
Ashbury Glen, Bartholomew Lakes & Calumet Farms	Michelle Fought	614-846-0404	mcfought@gmail.com
Ashmoore	Karen Waters	614-846-8092	jnk2os@aol.com
Canterbury	Vanessa Hamilton	614-846-3769	nessa718504@earthlink.net
Lakes at Silverleaf & Quail Meadows	Eileen Watts	614-352-1010	ewatts@columbus.rr.com
Lakes of Powell	Lisa Crum	614-336-4264	lbigcrum@sbcglobal.net
Liberty Lakes	Anne Merrels	614-531-1001	dmerrels@columbus.rr.com
Murphy's Park	Michelle McCort	614-792-7588	mmccort1@worthington.k12.oh.us
Olentangy Ridge	Christine Robinson	614-570-7002	inhisgripcr@aol.com
Sherborne Mews	Michelle Ramsey	614-436-1474	michr341@aol.com
Westchester-Carriage Road	Suzie Telle	614-781-1365	etelle@columbus.rr.com