

Welcome Back, Scrip Coordinators!

Please read and review this information carefully as there are many changes.

2011 -2012 Scrip Topics & Tips

- ◆ **NEW Info** All scrip program information is available in the scrip office or on our website. You can come in to receive a hard copy of all materials and forms.
- ◆ **Registration** Please make sure that you are registered and the 2011-2012 Enrollment Form is on file. We give a one month grace period all through September, but turn in your new forms soon. We require new enrollment forms each year to insure that contact information and other data is current and this includes a new check copy also. You need to send in one copy of your non-profit information as it stays on file (unless info changes).
- ◆ **Send Form** Fax or mail in your Computer Program Order Form to receive the Fall 2010 scrip order program as we need the signed form for your approval to ACH your account for cost of the program. You will receive the program only via email this year.
- ◆ **Authorization** If you want to add or take off someone from your Authorized Pick-Up Person List, the scrip coordinator must be the one to call to request the change.
- ◆ **Email Updates** Always keep you and your team's email addresses current with us to insure that you and others will continue to receive program information, updates, and announcements.
- ◆ **Placing Orders** When placing an order, ALWAYS:
 1. Fax order in by 12:00 Noon on Tuesdays -- faxes on 24/7
 2. Call or email us to confirm your order was received
 3. Use black ink if completing form by hand
 4. Use complete name of school or group, not just initials
 5. Add your Scrip Assigned # in the box on the order form
 6. Add the number where you can be reached before noon on order day
 7. Deposit your checks into your account after sending in your order

Phone : 503-620-5437
FAX: 503-431-4080
email: Scrip@ttsd.k12.or.us
- ◆ **Own Forms** If you create your own Master Order Form, please make it match ours as closely as you can with regards to design, size, font, and format to establish continuity and insure accuracy of input.
- ◆ **Recycling** Please recycle any scrip forms and informational sheets dated prior to August 2010. All new forms and current information are included in this packet so please use them exclusively.
- ◆ **Scrip Wallets** We have two styles of scrip wallets that are available for purchase. See them in the office.
- ◆ **No Increase** This is our 17th year with NO increase to the handling fee. As we are non profit too, this is our way of continuing to provide the highest profits and great service at minimum expense.
- ◆ **Announcements** You can print forms, information sheets, and weekly announcements from the website:

www.ttsd.k12.or.us

- Click tab: *Get Involved*
- Then on : *Scrip Service Center*

*Please check
scrip site weekly
for new details!*

We look forward to helping you have another successful fundraising year!



Your friends and partners at the Scrip Service Center

Celebrating our 19th Year of Service to School & Non-Profits!