

# Scrip Fundraising

## Purpose:

- To raise money through the PTSA for Sehome High School clubs, activities and teams. This money can be used for group expenses or credited to individual students' expenses related to that activity. The coach or advisor will make this decision.
- To raise money through the PTSA for educational/academic purposes at Sehome High School for items not covered by the district. These funds will be referred to as Teacher Grants and will be available through Teacher grant requests. Fifteen percent of all scrip profits will be directed toward Teacher Grants. A participant can also elect to attribute all of their profits toward Teacher Grants.

## Guidelines:

For a group to fundraise through the Scrip program they must:

- Provide a parent volunteer to be a "Group Scrip Coordinator (GSC)" whose responsibilities are listed below.
- Encourage the purchase of scrip through standing preorders. There will be a limited amount of gift cards available for walk-up purchase through the ASB office. Profits from office sales can be directed toward a group but not individual students.

## Responsibilities:

### Participants

- Place orders using Scrip Order Form; sign the waiver and choose student or office pick-up.
- Prepayment is not required; payment with cash or check can be made at pick-up.
- Orders should be picked up from the ASB office before the end of the month.

### Group Scrip Coordinator

- Maintain PTSA membership.
- Promote Scrip fundraising within the group.
- Communicate with parents.
- Communicate with coach or club/activity advisor.
- Collect and input monthly orders; original waiver should be provided to School Coordinator.
- Help inventory and distribute scrip.
- If the group is crediting the profit toward individual students' expenses, the group coordinator is also responsible for communicating with parents regarding funds raised.

### School Scrip Coordinator

- Maintain PTSA membership.
- Serve as Vice-President of Sehome PTSA Board.
- Communicate with group coordinators.
- Maintain copies of participant's waivers.
- Combine, calculate and place monthly orders.
- Obtain checks from PTSA Treasurer prior to purchasing scrip.
- Pay for and pick up scrip, which will likely involve weekday availability.
- Arrange for distribution of gift cards.
- Maintain bookkeeping records of orders and payments.
- Organize deposits for PTSA Treasurer.
- Calculate profits and provide PTSA Treasurer with amounts to be distributed to students or groups every 2-3 months.

2015-2016 Sehome Scrip Coordinator-

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