

TLS Scrip Policy

Current policy:

Trinity Lutheran School operates a Scrip program that allows consumers to purchase gift cards to participating merchants and Trinity School then receives a percentage back, from the merchants, on the dollars spent. The funds received are deposited into a bank account set up for only the scrip program. The school's scrip program currently funds special requests or needs for the school. The School Staff, The Board of Christian School and PTL Officers may submit a request for Scrip funding to the Scrip Committee.

Proposed policy:

1. Trinity Lutheran School's Scrip program will consider funding requests submitted to the Scrip Committee (consisting of the Development Director, Principal, Scrip Coordinator and one School Board member) using the approved Scrip Funding Request Form.
2. Requests will be considered after August 1 of the current school year.
3. Requests can be submitted by school faculty or staff members (teachers, principal, PR Director, Development Director, Cafeteria Manager) PTL officers, and school board members.
4. The previously mentioned requesters may request funding for an individual teacher or classroom need, for a school related event, or for a school need that benefits the whole student body.
5. Requesters will receive written notification of approval or denial within 3 weeks of submitting a request.
6. Trinity's Scrip Program will provide tuition reimbursement to participating families at the end of the program's fiscal year (June 30th). The reimbursement will consist of ½ the percentage earned by the school based on a families spending with the scrip program. (Example: Kohl's gives back 4% of total money spent. Scrip keeps 2% and family is reimbursed 2%) The tuition reimbursement program will go directly towards the family's tuition or lunch costs. A check will only be given to a family for their reimbursement amount if they are not returning to the school or if tuition and lunch fees are current from the previous year and paid-in-full for the current school year (Automatic with drawl is not considered paid-in-full).
7. The Scrip program will donate 10% of its fiscal year earnings to the school's Endowment Fund.