

Dear MCDS Families,

Welcome to the 2009-2010 school year! Scrip is a great way to offset your family's Building Use Fee. The Building Use Fee is a standard fee that is separate from tuition and is used solely for routine facility expenses. The 2009-2010 Building Use Fee is \$450 per family. Families can elect to pay the Building Use Fee upfront *or* **this fee can be completely or partially offset through participation in the MCDS Scrip program.** Here's how it works:

When you order gift cards through the Scrip program for grocery stores, restaurants, gas stations, hotels, and retailers, MCDS receives a discount, which varies from business to business. **Your Building Use Fee is reduced by the amount MCDS earns from the percentage discount on your purchases.** You'll receive a quarterly statement showing how much your family has earned toward the Building Use Fee. All monies earned over the \$450 fee will benefit the Annual Fund. Friends and family can participate in the program and designate their proceeds to your family's fee.

1. Place Order:

- You can order by using the paper form available online in the Friday File and at the Scrip table in the Lower School lobby. We are open for business on Monday and Friday mornings and usually have Woodman's, Copp's, PDQ, Kwik Trip, BP, and Whole Foods cards in stock for immediate delivery. Cards not in stock are ordered on Monday mornings at **9:00 a.m.** (Note: If we have a 4-day week, we will order on the first day and have pickup on the last day. If it's a 3-day week, check the Friday File for days/hours of operation.)
- You can order online at **ShopwithScrip.com**. In order to enroll in the program you must first obtain the MCDS enrollment code from the Scrip table volunteers. The first time you order you will be asked to register your family. After you have registered, you can set your own login and password for future orders. You can place your orders online any day of the week and drop off your check at the Scrip table or Lower School front desk.
- Orders and payments may be dropped off in the Scrip mailbox located behind the Lower School front desk.

2. Pay:

- All orders must be paid in cash or by check made out to MCDS or by Presto Pay online. Sorry, no credit cards. **Your payment must be turned in to the Scrip table by Monday morning at 9:00 a.m. in order to process your family's order.** You can drop off your payment anytime prior to Monday as well. There is a Scrip mailbox located behind the Lower School front desk.
- You can pay online using Presto Pay. ShopwithScrip.com will deduct payment from your checking account for an additional \$.39 eliminating the need to bring in your payment on Monday morning.

3. Pick Up Cards:

- Cards will be available for pickup on Friday mornings at the Scrip table or Friday afternoons at the Lower School front desk.

The ShopwithScrip.com website keeps up-to-date information about retailers, card availability, and percentages, which are subject to change at any time without notice. As hard as we try, it is difficult to keep up with these changes on our form, and we cannot guarantee the percentage listed will be completely accurate at the time of your order.

Questions? Please contact MCDS Scrip coordinator, Liz Benson at aeben3168@gmail.com or Barb Spurlin, MCDS Business Manager, at bspurlin@madisoncountryday.org or 850-6374.