

Welcome to the Friends of the Westborough Public Schools Fine Arts Program (Friends of WPSFAP)

Who/What is Friends of the Westborough Public Schools Fine Arts Program?

We are a non-profit organization run by volunteer parents offering a way for families of Fine Arts students to earn money to pay for their child's fine arts' expenses. We are not part of WFAEA (Westborough Fine Arts Education Association).

What is scrip?

Scrip is a fundraising device used by non-profit organizations throughout the country and is an acronym that stands for "substitute cash redeem in person." Friends of WPSFAP works with scrip wholesaler Great Lakes Scrip Center (www.glscrip.com).

How does scrip work?

Families purchase and receive gift cards at face value. You spend \$100 and receive a \$100 gift card. We buy the gift cards at a discounted price. The difference between the face value and the discounted price is the profit made. 90% of this profit goes into your account and 10% goes into a general fund. Your 90% can then be used to offset fine arts expenses. Our 10% pays for the costs of administering the program and helpingFor example, you buy a \$100 gift card to Stop and Shop. We buy the gift card for \$96. You receive a \$100 gift card. \$3.60 goes into your account and \$0.40 goes into our general account.

What retailers participate in GLSC program?

Hundreds of retailers nationwide work with GLSC, with new retailers joining every month. Some of the more popular retailers are Stop & Shop, Panera, Starbucks, Staples, and CVS. Visit the web site for the most complete listing of participating merchants and the discounts they offer.

What does scrip look like?

GLSC purchases the gift cards and certificates directly from the retailers. The gift cards and certificates they provide are the same as you would buy if you went to the participating retailers and purchased them yourself.

How do I get started?

TO CREATE YOUR FAMILY ACCOUNT

- Go to **www.shopwithscrip.com**
- Click on the green box on the left side **Family Sign Up-Create Account**
- As a user name, please enter your last name followed by WHS, for example SmithWHS.
- Choose a password. This will be your own password.
- For year of your birth, enter **1900**.
- Enter only the information that is required.
- Please enter the email address where you wish to receive scrip information.
- Click "I accept."
- On the next screen, you will be asked to set two security questions.
- On the next screen you will be asked for the Enrollment Code: 1B464B9712LL6

TO CHANGE YOUR PASSWORD IF THE SCRIP COMMITTEE HAS CREATED YOUR FAMILY ACCOUNT

- Go to **shopwithscrip.com**
- **Log in.** Your user name is your last name followed by WHS, for example SmithWHS. Your password is whsscrip.
- On the left side, choose **Change Profile/Password**

TO PLACE AN ORDER

- Go to **shopwithscrip.com**
- Log in. You will be asked a challenge question.
- Select on **Express Add.**
- Start typing the card you want to order. Select denomination from the drop down list. IMPORTANT, SCRIP NOW AND RELOAD MAY BE USED AFTER YOU ENROLL IN PRESTO PAY BY LINKING YOUR SCRIP ACCOUNT WITH YOUR BANK ACCOUNT. THIS PROCESS TAKES A FEW DAYS. DIRECTIONS TO DO THIS ARE IN THE SECTION TITLED WHAT IS PRESTO PAY AND HOW DOES IT WORK?
- **Add to cart.** Continue to add cards.
- After you've added all your cards, select **Checkout.**
- Review your order for accuracy.
- Select **Checkout** again.
- Indicate that you will pay by **Check (Forward to Coordinator).** You will not be able to use PrestoPay unless you have already set this up – see PrestoPay section.
- Print out a copy to submit with your check.

Can I place an order if I don't set up an account on line?

Yes, you may place a paper order at the scrip table on designated scrip days and we will make an account for you. You may then change the password and use the online ordering (see above), or you may continue to place paper orders at the scrip table.

What happens next?

Bring your printout and your check payable to Friends of the WPSFAP to the regular scrip pickup/drop off date. The Scrip Committee will aggregate all the orders and confirm that checks have been received. Orders will only be placed for checks received by 9 am on a scheduled scrip pick up, drop off date. Please see the attached sheet for the dates for this school year.

How is scrip ordered?

Volunteers will input your orders into the scrip bookkeeping software and a purchase order for the entire order will be generated. Your check is deposited in the bank account we have at Central One Federal Credit Union. We will electronically place the entire order and transfer the needed funds. GLSC fills the order and express mails the cards. Volunteers then sort the order for the next pick up date.

How do I get my scrip?

You can pick up your scrip at the High School in the lobby by the auditorium from 7 – 9 AM on the Wednesdays listed on the scrip calendar. On your enrollment form, you can also authorize other individuals to whom we can release your scrip. At pick up, you will be asked to check your order and sign an acceptance form. You may also have your high school child pick up your scrip (and drop of a check and order form).

Do I have to wait until the next scrip date to receive my scrip?

Yes and no! Yes, if you ordered cards and paid by check. No, if you use Presto Pay.

What is PrestoPay and how does that work?

PrestoPay allows you to use ScripNow and Reload on ShopWithScrip.com so that you may receive your scrip within minutes of ordering online! With ScripNow you will print an eCard from your ShopWithScrip account; with Reload, you can reload your existing card as long as that card was purchased from Great Lakes Scrip Center.

Note, the monies to pay for PrestoPay will come from your bank account – you will NOT be able to use a credit card. Also, NOT ALL VENDORS CURRENTLY USE PRESTOPAY. Stop and Shop does not yet allow PrestoPay; however, Amazon, Starbucks, Lowes and Home Depot do. A full list of current vendors using ScripNow may be found here:

<https://www.shopwithscrip.com/Shop/Search.aspx?CategoryID=-4&PageIndex=1>. Vendors currently using Reload may be found here:

<https://www.shopwithscrip.com/Shop/Search.aspx?CategoryID=-2&PageIndex=1>

To use ScripNow and ReLoad you first must sign up for PrestoPay. To do this, log into your account on www.shopwithscrip.com. Once you are logged in, go to "My Account." Then, you will see a message towards the top of the screen saying, "You do not have a PrestoPay account. Click [here](#) to create one." After reading the details about PrestoPay, click "Yes, and I agree" at the bottom of the page. You will come to the bank information page where you will be asked about the banking details. Fill in the name, type and routing and account numbers of your bank. You will also need to enter a 4 digit pin number, a verification code and then click next.

Two small random deposits will be made in your defined account. This typically happens within 2 business days. As soon as you see the deposits in your account, make a note of the amounts. Then return to this area of ShopWithScrip.com to verify the set-up of your PrestoPay account. The prompt at the top of the link has changed to "Your PrestoPay account has not been verified. Click [here](#) to verify."

After successfully verifying your PrestoPay account, you will be sent a four digit approval code. You will need to contact the program coordinator, Amy Schur, at whsfineartsscrip@gmail.com and give her this code to complete the enrollment process. Put PrestoPay in the subject line. Please allow another day for Amy to approve your account. You'll receive another email from ShopWithScrip once Amy has approved your account.

Note that PrestoPay will be your default choice every time you order on line. You may override PrestoPay and pay by check if you are ordering scrip on a scheduled Wednesday morning order. There is a 15 cent convenience fee for every PrestoPay transaction (although the instructions quote a 39 cent charge). Any one given transaction may have as many ScripNow purchases as you like and the fee is still only 15 cents. Plan on a same day debit to your account when you use PrestoPay; overdraft penalties and fees will apply.

Does scrip expire and are there any limitations on its use?

Massachusetts law prohibits the expiration of gift certificates and cards. However, several merchants do have limitations on the use of scrip. Before you purchase any merchant's scrip, we recommend visiting the participating retailers at www.glscrip.com to see specific terms.

Are there ever any special offers by merchants?

Yes. On the www.shopwithscrip.com website, the "What's New" tab highlights information about special offers by retailers. You are encouraged to visit the web site before placing each order to maximize your earnings.

Is there a minimum or maximum amount of scrip I must purchase?

No. But please remember that Friends of WPSFAP purchases this scrip through a third-party wholesaler and cannot be responsible for any failures by the company to meet its obligations.

How will I know how much money is in my account?

Log onto your account at www.shopwithscrip.com. Go to my account and then click on reports on the left hand side of the screen. You can view your balance after entering the desired dates. Our fiscal year runs from Sept. 1 – August 31. You need to subtract 10% of the total and then

subtract the deductions that have been taken. Periodically, we will have your balance available at the scrip table.

How do I use the funds in my scrip account to pay for Fine Arts related expenses?

On Westborough High School and Gibbons Middle School permission slips and order forms, you will be provided with a scrip check off box to authorize deductions from your account to pay for your expenses.

Where is my money kept?

Friends of the WPSFAP has an account at the Central One Federal Credit Union.

When can families begin participating in the scrip program?

At any time! We encourage families to begin participating early so that they will be able to accrue substantial amounts by Gibbons or the High School.

Is there any risk involved?

GLSC is a private business. Although we have used all due diligence to confirm the company's reliability, we cannot control or guarantee its solvency. We will be processing orders once every two weeks to eliminate the need for families to send excessively large amounts of money at one time. Should GLSC be unable to meet its obligations, we cannot accept responsibility for lost funds.