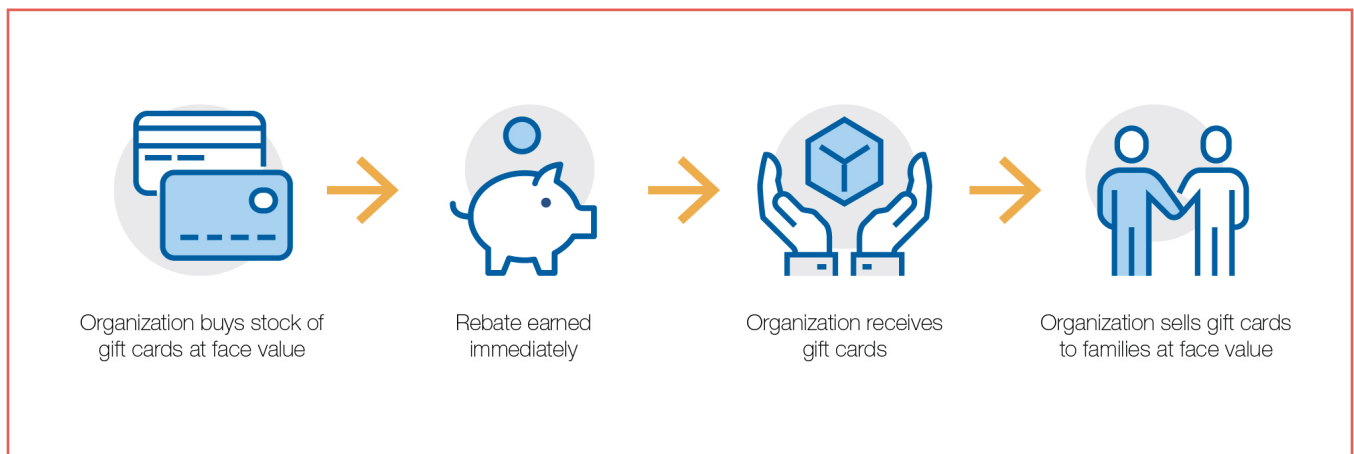


THE BASICS OF AN INVENTORY PROGRAM

Whether you're familiar with the ins and outs of running an inventory or you're new to the idea, this guide walks you through the details of getting an inventory up and running!

At its most basic, an inventory program is where your organization buys a stock of gift cards at face value that you then sell at face value to families in your organization. You'll earn the rebate for your organization during the original purchase; then you'll have to devote time to selling scrip to families.



WHY RUN AN INVENTORY PROGRAM?

With the extra work of selling gift cards to families in your organization, you might be wondering why organizations run inventory programs at all. Here's the short answer: running an inventory program can significantly boost scrip earnings if your organization is big enough to support one.

Holding an inventory is the easiest way to cater to everyone in your organization. Some people can pick up a card when they want without taking the time to place an order. Some can still have an online account to order ScripNow and reload their previously purchased cards. Busy parents can just grab a card when they're picking up their kid after school, or members of your religious organization can pick up a card regularly after a service without much thought beforehand.

With an inventory program, all families have to do at the minimum is visit your table, and pay for and pick up a card. That's why inventory programs are often called cash-and-carry or scrip-to-go programs.

QUESTIONS TO ASK BEFORE STARTING AN INVENTORY PROGRAM

Inventory programs aren't one size fits all, so you need to make sure that having an inventory program is the right move for your organization. Answer these questions to see if an inventory program would be a good fit:

1. Are families in your organization worried about ordering scrip and paying upfront?

Families might be hesitant about ordering online, paying for their scrip, and then waiting a few days until they can pick up their order. It concerns them that they are “out the money” that they might need to spend. For these families, an inventory program would calm their fears since they could simply buy a gift card and use it on the same day.

2. Are families in your organization tech savvy?

If you know the majority of the families in your organization are weary of placing orders online, an inventory program is the way to go. Instead of using ShopWithScrip.com, they could order on paper order forms, or they could pick up a gift card from your inventory when they can.

3. Do families visit your organization regularly?

The most successful inventory programs are ones where members visit every week, like a school or a religious organization. It's easy for someone to come by and pick up a gift card if they are already at your location, and they'll establish a scrip purchasing habit.

4. How big is your organization?

Inventory programs are popular with larger organizations like religious organizations and parochial schools that have a lot of members, and subsequently, a good deal of demand. An inventory program will help you cast a wide net at a large organization to get as many families as possible buying and using scrip.

5. Do you have the funds to start an inventory program?

The final question to ask yourself is if you have enough funds to start an inventory program. Inventory programs require your organization to purchase the stock of gift cards, and while you can start small, just offering a few of the basic gift cards, it will still cost you money to get the ball rolling.

IDEAS FOR INITIALLY FUNDING YOUR INVENTORY

If all signs point to starting an inventory, and you have the funds to do so, take the next step and start building! What if you don't necessarily have the funds, though? Don't worry! We've got some ideas to start an inventory even with a small amount.

Ask Your Organization for a Loan. If your organization can afford it, ask the administrative board for a loan to get your inventory started. Then, you will pay off the loan while also making money for your organization to purchase more scrip. Before you know it, the loan will be paid off, and you'll be raising money for your organization!

Start with a Normal Scrip Program. If the thought of having a loan concerns you, just keep running your scrip program like you normally would and save up the rebate earnings to put toward purchasing inventory. Once your program is going strong, you can start using rebates for other purposes in your organization in addition to buying gift cards for your stock.

Hold Restaurant Night Fundraisers. Some of our retailers offer fundraising events at their restaurants where your organization can receive a percentage back on every order during an evening. In most cases, families can even use scrip to pay so you can earn even more money! Then, you can use the money that fundraiser generates to buy more scrip and build your inventory.

BUILDING YOUR INVENTORY

Once you have the funding for an inventory, it's time to decide what gift cards you'll keep in your stock. When you are getting started, you don't have to have an extensive inventory, just carry the essential scrip your families need, like gas and groceries and fast food gift cards, with just a handful of each card. Word to the wise: you don't have to get every denomination the card comes in. Just start with the higher denomination so that your families can use one card during a trip, showing them how easy scrip fundraising is.

We also suggest that you encourage families to order online so they can purchase ScripNow and reload their gift cards on their own time, taking advantage of all ShopWithScrip has to offer. Then, your inventory program can serve the families that aren't signed up on ShopWithScrip.com and provides a quick pick up option if a family can't wait for a gift card.

After you see some success selling the scrip basics, you can start to carry cards for more categories like restaurants, entertainment, shopping, and home improvement. Now is a good time to ask your families what they would like to see in stock for their convenience since they're in the habit of shopping with scrip.

TIP: Some coordinators don't even stock physical gift cards that have a ScripNow counterpart. Doing this encourages families to order online.

Inventory Management Best Practice: To keep your stock of gift cards replenished, you'll want to make sure you sell your old cards first before setting out your new ones so you can keep your scrip cycling!

SECURE YOUR SCRIP

Remember that scrip gift cards are like cash, and therefore must be protected like real money, so you'll need to take some security precautions in storing your gift cards. That means that you should keep your inventory in a very secure location with limited access.

Here are a few ideas from current coordinators on how they store their inventory:

- **Place scrip in a small accordion file with labels.** Some organize by gas and grocery, then alphabetically to easily sort.
- **Keep scrip in a lock cash box.** You could put the gift cards in the lockbox, or organize them by category in small folders.
- **Organize scrip in a filing cabinet or letter file bin.** If your organization has a large inventory, this is a great option for keeping your cards in order.

Inventory Management Best Practice: Regularly reconcile your inventory to find any possible mistakes and correct them quickly. Our inventory software, SCRIPWARE, provides a reconcile feature that verifies that you have the correct amounts on hand of each product and helps you identify any mistakes in your program.

SET UP A SCRIP SHOP

We touched on this earlier, but a lot of inventory programs refer to themselves as “cash-and-carry” or “scrip-to-go,” since the coordinators set up a table where families can purchase scrip on-the-go. You want families to get into the habit of shopping with scrip, so make sure you set up a scrip table or shop regularly!

Check with your administration to see where the best location for a scrip shop would be, but you'll want to set it up in a high traffic area. Make sure you communicate the days that your scrip shop will be open. This can be weekly, twice a week, or even every weekday if you want! Just experiment and do what's best for your organization and maximizes your earnings.

SAVE TIME WITH SCRIPWARE

As you can see, there is a good deal of extra work associated with running an inventory program, but the added earnings are worth it! One way to cut down on the time you spend managing your program is to use SCRIPWARE for your inventory tracking. Our convenient software gives you all of the tools you need to track your inventory both safely and accurately.

- SCRIPWARE will manage your on-hand inventory and tell you what you currently have in stock to fill family orders.
- Track ScripNow and Reload purchases in one location, so your families can place their orders online, and you don't have to worry about missing information.

- SCRIPWARE tracks your money in and money out, along with sales by family, so you can better gauge what scrip you need.
- Designate where your families' rebates are going with SCRIPWARE profit sharing feature.
- Set desired quantities for inventory products and the system will automatically include those numbers when you create a PO.
- Add local retailers in your program to capitalize on some of your hometown favorites.

Check out the chart below to compare ShopWithScrip.com and SCRIPWARE:

Here are all the things you can do:	shopwithscrip.com	shopwithscrip SCRIPWARE
Offer Online Ordering for Families	✓	✓
Track Rebates by Family	✓	✓
View Order Histories by Family	✓	✓
Offer ScripNow! Products	✓	✓
Offer Card Reloads	✓	✓
Offer Online Family Payment with PrestoPay	✓	✓
Add Local Products to Website	✓	✓
Rely on Data Security (Data Backed Up in Multiple Locations)	✓	✓
Access from Anywhere with Internet	✓	✓
Manage Inventory of GLSC Products		✓
Manage Inventory of Local Products		✓
Support Scrip-to-Go Sales Directly from Inventory		✓
Customize Rebate Accounts for Your Program		✓
Customize Rebate Distribution for Your Families		✓
Create Rebate Credit Vouchers for Outside Products or Programs		✓
See On-Screen Reminders of Actions Coordinator Needs to Perform		✓

SCRIPWARE is available to try free with no obligation for 60 days. If not fully satisfied, un-enroll from SCRIPWARE any time during your 60-day trial, and you will not be charged. At the end of your 60-day trial period, Great Lakes Scrip Center will bill your NPO account for SCRIPWARE service according to the billing plan you choose. Please note, only one 60-day free trial is available per GLSC customer. You may un-enroll and re-enroll at any time, however the 60-day free trial is only available for your first use.