

# Starting Your SCRIP PROGRAM

## CLASSIC

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You're only a few steps from starting your scrip program and redefining fundraising for your organization. To keep your program running smoothly, there are a few important decisions you need to make. Just follow the steps in the checklist below to start your Classic scrip program!

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### 1. Define Your Ordering Schedule

- Pick set days to place orders and deliver scrip, so families have a clear deadline and can plan their budget. Organization orders placed by 3:00 p.m. Eastern time Monday - Friday are guaranteed to leave our offices the next business day, and we offer three different shipping methods through FedEx. Plan your schedule so families know when their scrip will be available to pick up. The more reliable your schedule is, the more families will be able to use scrip for all their shopping! Please note: your first organization order will take an additional 3 – 5 business days to process.
- For example, tell your families they need to have their order forms and checks turned in by Friday at 3:00 p.m., and plan to place your organization order every Monday morning. This way, you can have family scrip orders ready for them to pick up every Wednesday!

### 2. Decide How to Use Rebates

Unlike many traditional fundraisers, scrip offers your organization the option to share rebate credit with families. If you choose, you can award families a percentage of their scrip earnings toward tuition, organization fees, etc. ShopWithScrip helps you manage shared rebates, and you can see exactly how much each family earns during any given period.

### 3. Recruit Volunteers

Find helpers to work in your scrip store, distribute orders, or promote your scrip program at events.

#### 4. Spread the Word

- Use your organization's website or newsletter to promote your program.
- Set up a booth for your program at events to reach new families.
- Use our Promotional Tools to teach your organization about scrip.

#### 5. Get Families Signed Up

- Share your enrollment code so families can sign up for a ShopWithScrip® account. To keep your program secure, DO NOT post your enrollment code online. [Click here for a flyer to help them get started](#)
- Educate families about the features and products available online. Check out our flyers for PrestoPay™, ScripNow®, Reload, and MyScripWallet™, and you can find more in the Promotional Tools section on ShopWithScrip.com.

#### 6. Place Your First Organization Order

- Login to your ShopWithScrip.com account and go to your Dashboard.
- Click Enter Orders to place proxy orders for families or bulk orders for your organization.
- Once you've placed all your orders, visit the Order Queue to create and place a purchase order.