



IMMACULATE HEART OF MARY

SCHOOL

The following is a list of instructions and guidelines to help you place your order. If you have any questions, please contact the IHM Scrip Coordinator, Dolores Schiavone, at dschiavone@ihmschoolmd.org.

1. With your first order for the year, please complete an **Enrollment Authorization** so that gift cards can be released to your child on the distribution date.
2. You can print off a paper order form from our website, www.ihmschoolmd.org, under the Giving tab, under Fundraising.
3. Fill in your child's name and homeroom in the space provided. ***Homerooms must be indicated on all orders you submit to ensure gift cards are distributed properly.***
4. Please indicate the check number used in the space provided. If you are paying with cash, please write CASH in the space.
- a. Please make your check or money order payable to IHM. Indicate "Scrip" in the memo portion. Returned checks will be charged \$25 fee payable to IHM.
- b. If you pay in cash, please place in a sealed envelope with "Scrip" written on the outside, as well as student name and homeroom.
5. The order date will be the due date for your order, which are typically Mondays.
6. Choose the cards you would like and indicate how many and the total purchased of each card. If you would like to see a complete listing of available gift cards, please go to the website www.glscrip.com.
7. Please write a total for each page in the space indicated and the grand total on the last page.
8. If you are purchasing a gift card that is on the website, but not included in the list, please write it in under the last column on the second page of the form and include it in your total for that page.
9. Be sure to put the order form and payment in an envelope marked "Scrip" and send in with your child by the due date. If it is not received by the due date, your order will be included in the next order placed.
10. Please understand that Scrip gift cards are not returnable.
11. If you find a discrepancy in your order, please contact the Scrip coordinator within 5 business days of the gift card distribution.
12. Scrip gift cards are the same as cash. Please handle accordingly. We are not responsible for cards that are lost, stolen or misplaced while in your possession.
13. To place an order online, please contact the Scrip coordinator for details. Please note that you will need to use a bank account, as they do not accept credit card payments.