

GAGC Online Option Policy & Procedures

In order to effectively grow and expand Holy Guardian Angel's Guardian Angel Gift Certificate ("GAGC") Program, the addition of an online purchasing option ("Online Option") is crucial. HGA Parishioners who wish to use the Online Option via the ShopWithScrip.com website will be able to place their orders whenever they want or need to. They can also take advantage of our other gift card products, like ScripNow, Reload, and ReloadNow.

While paper order forms are more in the comfort zone for many of our participating parishioners, and we will continue to have them going forward, adding the Online Option will undoubtedly grow our program due to its convenience and the ability to have hundreds more gift cards to choose from. It will also allow anyone, anywhere, the ability to purchase gift cards and select HGA Parish as the charity which receives the rebate.

Those who utilize the Online Option can access both ScripNow and Reloads on ShopWithScrip's mobile website, MyScripWallet.com. With MyScripWallet, families can order ScripNow or reload a card, use PrestoPay when they checkout, and access their gift card right then and there on their smartphone. This means that families can shop for gift cards whenever and wherever they need to, no planning ahead necessary! They can also purchase and send eCards as gifts using the same process.

Helpful Definitions:

ScripNow - Electronic gift cards are available from many retailers, and can be ordered and printed from a ShopWithScrip account. The ScripNow eCard is delivered to your ShopWithScrip account in minutes, 24 hours a day, 7 days a week. Print the certificate and redeem it in stores, or copy and paste the code at checkout to apply to an online purchase. You can also order and redeem ScripNow right from your phone using MyScripWallet.com. eCards can also be purchased and sent as gifts.

MyScripWallet - MyScripWallet is an ordering tool for ScripNow and Reloads, and it includes a wallet function to display your previously purchased eCards and Reload cards.

PrestoPay – When purchasing GAGC using the Online Option, payment will be made online with PrestoPay. When you use PrestoPay, your order payment is transferred securely via ACH electronic debit. There is a \$0.15 per transaction fee for each online order.

Reload/ReloadNow – This option allows you to reload physical gift cards a person already has on hand. Reload orders are processed overnight, so funds won't be available until the next day. ReloadNow orders are processed immediately, so your funds will be available in minutes.

There exists the option to order gift cards online and pay with cash or check through ShopWithScrip.com. However, this option involves management by a volunteer to review the orders, collect payments, and then "release" the order online in order for it to be finalized.

Because this option will create an undue burden on our volunteers, the Online Option must make use of a PrestoPay account.

Detailed Steps for Using the Online Option

1. Create a ShopWithScrip account.
 - a. Go to www.ShopWithScrip.com and click on the 'Register' button at the top of the page.
 - b. Click 'Join a Scrip Program.' Enter HGA's enrollment code: **LD1246LE3382**. This code allows the ShopWithScrip system to link your account activity with our organization.
 - c. Fill in all the required information and click 'Register.' You will be asked to select two challenge questions and provide answers, which will be required if you forget your password. Keep in mind that your answers are case-sensitive.
2. Enroll in PrestoPay, the online payment method offered through ShopWithScrip and pay for your orders with the electronic funds transfer system. It's easy, it's secure, and it allows you to skip the hassle of paying with cash or checks. Once your account is approved by a coordinator, you'll be ready for online payment! For a small convenience fee of only \$0.15 per transaction, you'll have the quickest and easiest way to pay for scrip! (The transaction fee is sometimes waived by the ShopWithScrip website for special promotions.)
 - a. Log on to your ShopWithScrip account and click on the PrestoPay link under Family Functions on your Dashboard
 - b. Enter your bank account information on the secure website
 - c. Great Lakes Scrip Center ("GLSC") will deposit two small amounts in your bank account. Enter these amounts in your PrestoPay registration to verify your account
 - d. You'll receive an email with an approval code to send to your coordinator
3. Start shopping!

Orders that are placed through the Online Option by families participating in the Tuition Credit Program will be credited to tuition accounts in the month following their order. For example, online orders placed in December will be credited to tuition credit accounts in the month of January. The exception will be online orders placed in the month of May, the last month of the Program Year, which will be credited on May 31 in order to be included in the current year's tuition credit total.

Because we use our own in-house database software for tracking tuition credit – there is an extra step involved for the GAGC Coordinators. Once online orders are placed, the coordinator will print out the monthly summary of online orders and then manually enter the orders into our database in the same manner as paper orders are entered.

Users of the Online Option should keep in mind that the rebate percentage reflected on the ShopWithScrip website do not take into account the 1% overhead that the GAGC program retains for overhead. The remaining rebate goes to the parish in its entirety or is split 50/50 with a tuition credit account. Or, in the instance that a family has reached \$150.00 in tuition credit accrued, the remaining rebate will go to the tuition credit account.

For example, a participant purchases a \$100 Old Navy Gift card with a rebate return of 14%. 1% goes back to the program for overhead. The remaining 13% goes to HGA Parish or is split with 7.5% going to HGA Parish and 7.5% to a valid tuition account.

It is possible to order physical gift cards via the Online Option. If physical gift cards are included in an Online Option order, they will be delivered on the next soonest order pick update following the order to avoid further shipping costs to the GAGC Program.

For example, an online order for several ScripNow eCards is placed on Tuesday along with several physical gift cards. The physical gift cards will be available for pick up on Friday after the next GAGC Order date listed on the most current GAGC Special Order form.

Terms:

1. Program and percentages are subject to change. All sales are final-**No refunds or exchanges**. Some restrictions may apply. HGA Parish/School will not be held responsible for lost gift cards/certificates.
2. Program Year runs **6/1/15 through 5/31/16** with credit being applied to the **2015/2016** school year.
3. GAGC Program credit will be applied towards a family's **PREP enrollment fee** and/or **Catholic school tuition** (*HGA Regional School and Pre-School, Berks Catholic High School, Catholic colleges*, universities* or seminary* of our Diocese*). The amount of credit for a family will not exceed the cost of tuition and/or registration fees. ***min. tuition credit** for colleges, universities, seminary = \$50
4. Any credit not applied to PREP enrollment fee and/or Catholic school tuition will return to the GAGC Program/HGA Parish.
5. If tuition for a Catholic school family has been paid in full and the family leaves the Catholic school prior to the end of the school year, the tuition credit will then be prorated and applied accordingly to the tuition refunded.
6. All checks must be made payable to **GAGC**. Do not combine orders from a GAGC envelope and GAGC Order Form on one check. Purchases over \$1,000 must be made by cashier's check, certified check, money order, or cash. \$25 Return check fee.