



TRIP

Program Policies and Procedures

In order to participate in the OLV TRIP program and establish an account, each applicant **MUST** sign an annual registration form, which stipulates that you will abide by all the following listed program policies and procedures. It will be necessary to re-enroll in the program **each school year**.

1. Registrants/Participants in the program may direct rebates earned to:
 - their own personal account
 - another family's account
 - the general TRIP account

2. The accumulated TRIP earnings in each participating family's account will be held in the OLV Parent's Guild bank account. A check will be issued once in December and again in June for the amount a family has accumulated in rebates as of the 15th of that month.

3. The OLV TRIP program is being offered to provide a tuition rebate for the families of Our Lady of the Valley Regional School, therefore, any money collected in your TRIP account will be paid to enrolled OLV families only. If your child(ren) no longer attends OLV for any reason, monies will be held under your account for 60 (sixty) days after the child(ren) has discontinued attendance at OLV. Otherwise, the remaining funds will become property of the OLV TRIP program to be used at the discretion of the Parent's Guild/TRIP Coordinator and the school principal.

4. Ordering and Payment: There are several ways to order. All orders, no matter which procedure is used, must be submitted **to the TRIP coordinators by Tuesday afternoon**.
 - Paper form – Paper forms will be available at the Parent's Guild Bulletin Board (located on the left just past the foyer) and can also be printed off as a pdf on the OLV website. Paper forms may be sent to the coordinator via the folder system, or dropped off in the school office. Payment (check, money order) **must** accompany all orders; orders **will not** be filled if the payment is missing.
 - Email – you may email the TRIP coordinator. Your order will be held until payment is received.
 - Online – www.shopwithscrip.com is the official website of GLScrip on which you may submit orders, and is very user-friendly. A family account must be set up, which is easily done. You will have the choice of paying by check, or by enrolling in PrestoPay, the online payment option offered by GLScrip (similar to PayPal). Please see the sheet specific to the ShopWithScrip website and PrestoPay for complete information on how they work and how to enroll.

5. All orders must be accompanied by a check or money order made payable to *OLV Parent's Guild*, unless payment is made via PrestoPay. **NO** cash will be accepted. If the check/money order is for an incorrect amount, the order will be adjusted to allow for processing of that order. The check amount will stand as written. *Payments made to the OLV TRIP account are not considered donations.*

6. Only one order form per registrant per week and only one check per order.

7. Family and friends may help a TRIP participant earn money by filling out a registration form and designating the family they want to benefit from their earnings.
8. **Anyone writing a non-sufficient funds check will incur a fee of \$30.00.** The fee will have to be ***paid in cash*** to the OLV Parent's Guild/TRIP Coordinator before your next order can be processed. If two non-sufficient funds checks are tendered on your account in the same school year, we will only be able to accept future TRIP orders with a money order. The amount of the initial check must also be covered in order to continue in the OLV TRIP program.
9. Order pick-up:
Parent/Adult Pick-Up: The entire OLV TRIP order will be processed and made available for pick-up *anytime on the following Monday*. If there is a Monday holiday or day off from school, the orders will be available the next time the school is open. Once processing is complete, orders will be available in the school office. *All orders must be signed for when they are picked up!* Once an order is signed out, it will be assumed that everything is correct concerning your order. *There will be no adjustments once an order has been signed out!* Should there happen to be problems with an order (i.e. missing certificates, incorrect denominations, etc.) please bring it to the immediate attention of a Parent's Guild Officer/TRIP Committee member. If a participant is unable to pick up an order, it will be held in a secure location for pick up the following day.
10. Orders sent home with child:
These orders need to be checked right away for accuracy. If an error has been made, a Parent's Guild Officer/TRIP Committee member ***must be contacted*** within 24 hours. After 24 hours, it will be assumed that all orders have been verified. Our Lady of the Valley Regional School or the Parent's Guild/TRIP Committee will not be responsible for any lost, stolen, or misplaced certificates as a result of the child's actions.
11. Merchandise/gift certificates are the same as cash. Neither Our Lady of the Valley Regional School nor the Parent's Guild/TRIP Committee will accept responsibility for lost or misplaced certificates.
12. If school is canceled on a Tuesday morning due to vacation or inclement weather conditions, the weekly TRIP order will also be canceled. If school is delayed on a Tuesday morning, orders will be placed as usual.
13. The TRIP program will run weekly throughout the school year with the exception of Thanksgiving, Christmas, School Vacation Weeks or other Tuesday holidays. If enough volunteers are available, the possibility of running the TRIP program throughout the summer months will be considered.
14. Having an OLV TRIP account does not guarantee placement in OLV for the upcoming school year. All OLV applicants must follow the normal OLV enrollment process.
15. Participation in the OLV TRIP program is a privilege, not a right. The TRIP Committee reserves the right to suspend any individual's participation in this program should it be deemed necessary. Please remember that any abuse of this program will endanger everyone involved!

PLEASE KEEP THIS FOR YOUR RECORDS!