

## MHR Scrip Program

1. **Submit your signed MHR Scrip Release form prior to your first order.** This only has to be filled out once per school calendar year **and** only if you are planning on ordering Scrip.
2. Once we have received your signed release form, we will send home a Scrip envelope and order form. Be sure that the Scrip envelope you receive is the correct one for your family. This envelope should be used every time you place an order. If you did not receive a Scrip release form, please visit the MHR web site for one. We will not be able to fill/process your order unless your signed release form is returned to us.
3. Familiarize yourself with the order form (also available on the MHR web site). Notice that vendors are only available in certain denominations.
4. Properly fill in all columns with the appropriate amounts, quantities, and totals.
5. Enclose a personal or business check made out to MHR Scrip along with your completed order form in your family Scrip envelope. Cash is also accepted. However, we prefer checks.
6. There is no tax or additional charge on your purchases.
7. After you have followed the above steps, send the envelope with your child to school on Monday or Tuesday. You may also choose to personally drop off your envelope at the office.
8. **Remember, the deadline to turn your order in is Tuesday before 9:00 am.**
9. **DISTRIBUTION:** On Thursdays **OR** Fridays, prepare to receive your Scrip order according to the selection on the release form below. **Please note**, if your designated child is absent, your envelope will be sent to the office for you to pick up, sent home with designated child upon their return to school or it will be sent home with a sibling.

\*For every \$100.00 Scrip order, your name will be entered into our quarterly drawing for a \$100.00 gift card of your choice. (example: If your order totals \$200, your name will be entered twice)

\***Please visit the MHR web site for up to date order forms and information.** There are extra order forms as well as the National Scrip list in the office.

\*If family and friends are also ordering, you may combine your order on one form, or use separate forms.

\*For that hard to shop for teacher/MHR staff member, don't forget that Scrip certificates are available in the denomination of your choosing so that they can choose the Scrip gift card(s) that they would enjoy most.

sign and return bottom portion

---

### MHR Scrip Program Release Form

Please read carefully and circle your choice. **This form needs to accompany your first Scrip order.** No orders will be processed without this form being on file. This only has to be completed once per school calendar year. There is no need to complete and submit a release form if you are not planning on ordering Scrip.

A. I do hereby grant permission for my child(ren) 1<sup>st</sup> choice \_\_\_\_\_ ,  
2<sup>nd</sup> choice (optional) \_\_\_\_\_ to be responsible for delivering the Scrip envelope, order form and payment for the purchase of Scrip to the office at MHR, and/or responsible for receiving the Scrip and delivering it to myself.

B. I will allow my child to bring the Scrip envelope, order form and payment for the purchase of Scrip to the office at MHR, but I assume full responsibility to receive Scrip at the school office.

Also, I agree and understand that Most Holy Redeemer will not be accountable for any certificates that are lost or stolen during the transportation of these certificates from the school to me.

I entrust the responsibility of the Scrip transaction based on the choice that I have circled above.

I understand that the **preferred method of payment is by personal or business checks.** Cash will be accepted.

---

Signature of parent/guardian

---

Printed name

---

Home or cell phone number