

ST. THOMAS MORE SCHOOL

TUITION REDUCTION INCENTIVE PLAN

(T.R.I.P.)

Welcome to an exciting and unique program called T.R.I.P. T.R.I.P. is one of the fundraisers included in the Fundraising Credit Program. T.R.I.P. is a simple, no-cost program that encompasses 6 incentive plans that directly benefit the children of St. Thomas More School. As you will see below, T.R.I.P. can help many people in many different ways. All it requires is a little forethought.

T.R.I.P. profits can be used for

1. Your Family Tuition Account
2. School Endowment Fund
3. Angel Scholarship Fund
4. Equipment Fund
5. Teachers' Gift Catalogs
6. Another Family's Tuition Account

More than 100 stores participate in this program. All you do is purchase store gift certificates through the T.R.I.P. program, as frequently as you wish. (Orders are processed weekly during the school year and every other week during the summer). We buy them at a discounted amount (see order form for percentages). We then credit the account of your choice with the % you earned. There are NO additional costs. A \$10.00 gift certificate costs \$10.00. All gift certificates are spent just like cash at the store. The dollars earned are then credited to the account of your choice.

Just follow these procedures and watch the \$\$ credits accumulate. It's as easy as 1,2,3.

1. Fill out the Enrollment Form completely and return with your first order. This is a **must** for users new to the T.R.I.P. program. For those who turned in enrollment forms for a previous year, you need to fill out a new form only if (1) you are changing the child you want your order sent home with, (2) you are changing from "Hold" to "Send" as the way you want your T.R.I.P. returned to you, (3) you are changing the fund/account to which you want your credits directed. Make sure to sign the bottom of the form.
2. Fill out an order form (plus write your check number and total at the top of the form in the space provided) and enclose your check made payable to St. Thomas More T.R.I.P.
3. Enclose the order form and your cash/check in an envelope marked "T.R.I.P." (written large on the front) and return to school by **8:30 AM on Monday**. Orders can also be turned in early to the school office on Friday or to the Parish office on Saturday. Orders are processed at the school early on Monday mornings; late orders (e.g., Monday afternoon, Tuesday morning) need to be put in the following week because, if accepted, they would jeopardize the arrival time of certificates on Wednesday afternoon. Any critical Monday morning questions about your T.R.I.P. order need to be directed to the school office, not the T.R.I.P. chairperson's home phone.
4. Your gift certificates will be available on Wednesday by 3:00 PM (most of the time).
5. Orders may either be sent home with your student or held in the *Parish* office for pick up. Please indicate send or hold on the order form. If you normally want your order sent with your student but have a large order one week (e.g., around Christmas) and want to pick it up personally, please write an easily seen note to this effect on your T.R.I.P. order form for

that week, and we will have it held at the Parish office. WEIS CENTER PARENTS: We cannot send T.R.I.P. orders home with Weis Center students; mark “hold” on your form, and pick up at the Parish office.

6. A reusable, labeled, gold envelope is issued after your 1st order for use on all subsequent orders. Please save this gold envelope for use from one year to the next.
7. Extra order forms are available in the school or parish offices or online under T.R.I.P. Information at www.stm-school.com, www.stm-church.com, or at www.edline.net under Contents—Parent Organizations—T.R.I.P
8. Gift certificate expiration dates vary by store, some within 6 months, while some never expire. Please check your certificates when you receive them.
9. Policies regarding receiving change back vary by store; read the fine print on the back of the card or contact the T.R.I.P. chairperson for more information.
10. Most certificates can be used nationwide. Please ask before ordering if you have any doubts.

Below are some general rules/guidelines:

- ❖ Credits will be accumulated and distributed in January and May.
- ❖ Any credit balance left after a family leaves St. Thomas More School will be given to the St. Thomas More School Angel Scholarship Fund.
- ❖ If a check is returned for Nonsufficient Funds, you will incur a \$25 fee PLUS you will not be given credit for that order. In order for us to place an order with our gift certificate supplier, we must deposit all checks *immediately*. Thus, your funds must be available for withdrawal at the time of your order. We cannot “hold” checks or accept postdated checks.
- ❖ All forms must be turned in on time, including the enrollment form, and the family credit name must be properly shown up front.
- ❖ All orders need to be picked up on time.
- ❖ All orders to be credited to a family must be on one sheet. If Grandma wants to order and wants your family to get the credit, then Grandma’s order must be submitted on your family’s order form, unless Grandma regularly orders and has her own T.R.I.P. envelope.
- ❖ Any profit that is forfeited will be put into the general Home and School Association account to cover any incidental expenses or for future HSA use.

Please note that Merchants and their percentages are subject to change. We do our best to notify you of any changes as promptly as possible. Please use the most current T.R.I.P. form when ordering (see “revised” date at top left hand corner).

St. Thomas More School, Parish, and the T.R.I.P. Committee cannot be held liable for any lost or misplaced certificates that you choose to have sent home with a child. We make sure that every outgoing order is in an envelope labeled T.R.I.P. and hand delivered to either the teacher or the Parish office. Please let your child know that if he/she gets an envelope with the word “T.R.I.P.” on it, it is very important and is to be brought home immediately.

If an order you placed does not make it home, please call at once.

If you have any questions, please contact the St. Thomas More T.R.I.P. coordinator via the school office at 219-836-9151.