

## Scrip Distribution Guidelines

For ease of administration and reduced costs, the Scrip Disbursement Process will be run as a reimbursement program. Participants will receive an email approximately 2-3 week prior to the Eligibility Verification asking if they would like a distribution for the upcoming area (Athletic fees, Theatre, Educational trips, etc.). A timely response **MUST** be made or the distribution will have to wait until the next scheduled Disbursement time. Eligibility will be verified.

Distribution Area	Eligibility	Minimum Scrip Family Account Balance to Qualify	Disbursement Cut-off Date	Check Arrival
<b>Families:</b>				
<b>Athletic Fees</b>	- Verified as officially enrolled in the Sport - Paid for the season	\$20 or more in the Scrip Family Account (as of month-end prior to Cut-off)	Two weeks after the Official Season begins, or refund period is past (not the Sports meeting)	Check should arrive in 2-3 weeks
<b>Educational Trips</b>	- Verified as enrolled and eligible to participate - All fees paid and cleared to travel	\$20 or more in the Scrip Family Account (as of month-end prior to Cut-off)	Approximately 3-4 weeks prior to departure	Check should arrive in 2-3 weeks
<b>Theatre Fees</b>	- Verified as enrolled, part awarded, and eligible to participate - All fees paid	\$20 or more in the Scrip Family Account (as of month-end prior to Cut-off)	Approximately 1-2 weeks after rehearsals begin	Check should arrive in 2-3 weeks
<b>Choir Trip Fees</b>	- Verified as attending the Spring overnight Choir trip - All fees paid	\$20 or more in the Scrip Family Account (as of month-end prior to Cut-off)	Approximately the week following the trip	Check should arrive in 2-3 weeks
<b>Summer Camps</b>	- Verified as HAVING already participated - All fees paid	\$20 or more in the Scrip Family Account (as of month-end prior to Cut-off)	Estimated to be the first week of the new school year for the summer ending	Check should arrive in 2-3 weeks
<b>Donation to Spectrum</b>	N/A	No minimum since there is no check-cutting cost	June 30th (fiscal year-end); If requested, can coincide with any other scheduled disbursement (if entire balance is being donated)	N/A
<b>Cash Out</b>	- Must have LAST student graduating, or be leaving Spectrum as a family	\$5.00 (If under \$5.00, funds will help with admin costs of Scrip)	June 30th (fiscal year-end); When applicable, can coincide with any other scheduled disbursement.	Check should arrive in 2-3 weeks
<b>Staff, Teachers &amp; Coaches:</b>				
<b>Spirit Wear</b>	<b>Winter &amp; Spring Options:</b> Provide Receipts supporting the entire balance in your <i>Family Account</i> in Scrip (the software requires a full disbursement)  <b>June 30th Option:</b> No support needed as funds will be cleared at this time.	- \$20 for Winter & Spring Options; (as of month-end prior)	<b>Winter &amp; Spring Options:</b> Will coincide with Winter & Spring Athletic Disbursements  <b>June 30th Option:</b> June 30th, end of fiscal year.	Check should arrive in 2-3 weeks
<b>Training</b>		- \$5 for June 30th NOTE: If under \$5.00, funds will be used to help with administrative costs of Scrip		
<b>Classroom/ Team items</b>				
<b>Donation to Spectrum</b>	N/A	No minimum since there is no check-cutting cost	June 30th (fiscal year-end); If requested, can coincide with any other scheduled disbursement (if entire balance is being donated)	N/A
<b>Cash Out</b>	End of fiscal year (June 30th), or person is leaving Spectrum	\$5.00 (If under \$5.00, funds will help with admin costs of Scrip)	June 30th (fiscal year-end)	Check should arrive in 2-3 weeks