

Kamiak Performing Arts Boosters

Scrip Fundraising Program Policies and Procedures

Purpose:

This policy directs the operation and administration of the KPAB Scrip Fundraising Program. All amendments or revisions must be approved by majority vote of KPAB membership in accordance with current club bylaws.

Administration:

Responsibility for administration of this program will lie with the currently elected Executive Board Vice President or their designee. All financial transactions will require prior approval by the current KPAB Treasurer or one of the designated "Signatories" with mandatory notification of the Treasurer.

Operation:

Operation of this program will lie with the currently appointed Scrip Coordinator with support from individual Program Liaisons or their designee.

Procedures:

Approval of Scrip Program

At the final Executive Board meeting of the school year the Scrip Program will be evaluated for profitability and participation by the KPAB Executive Board and approved as part of the general budget for the following school year. At this time an order schedule and Scrip Coordinator shall be identified and voted on as well.

Scrip Coordinator

The Scrip Coordinator will be identified and approved by the KPAB Executive Board on an annual basis or as necessary due to job being vacated. This should be done in such a way as to allow "overlap" for training of incoming Coordinator. The Scrip Coordinator shall be responsible for day-to-day operation of the program including but not limited to;

- Maintaining contact with Great Lakes Scrip Center (GLSC)
- Enter orders into GLSC online order system
- Notify Executive Board Vice –President of any changes in program or special promotions
- Verify orders placed online by patrons of **shopwithscrip.com**
- Notify KPAB Webmaster of any revisions to order forms or participating merchants
- Forward to KPAB Treasurer, or their designee, the final order form for review and approval

KPAB Treasurer

The KPAB Treasurer shall be responsible for final approval of orders before payments to GLSC. This responsibility may be delegated to designated KPAB Signatory members in the event the Treasurer is unavailable.

Process:

1. Scrip patrons submit orders either online, or on KPAB Scrip Order Form.
2. Scrip Coordinator receives KPAB Scrip Order Forms from band room box and mail
3. Scrip Coordinator enters orders into GLSC online order system and generates purchase order request.
4. KPAB Treasurer or their designee reviews purchase order and notifies Scrip Coordinator in writing or via email to release order for shipment.
5. Scrip Coordinator completes order with GLSC and notifies KPAB Treasurer either in writing or via email of the final order amount.
6. Scrip order is delivered via Fedex to Kamiak High School attention Brian Steves.
7. Scrip delivery is performed according to approved schedule under the following guidelines;
 - a. 3 parents (one of which shall be a KPAB Executive Board member)
 - b. Scrip must be delivered to person identified on Scrip Enrollment Form
 - c. In the event of offsite or special delivery, scrip delivery receipt form must be completed and signed by both parties.
 - d. Undelivered/surplus Scrip shall be kept in the custody of a KPAB Executive Board member

Reviewed and approved by KPAB Executive Board 1/7/2010