

GSSP User Manual

The GSSP (Good Shepherd Scrip Program) was started to provide members and friends the opportunity to help Good Shepherd Lutheran Church financially without incurring more costs on their part.

Scrip is the use of alternative money (gift cards) purchased for yourself (or as gifts) to be used like cash would be used at the participating retailer.

Here are some points of information about the program:

1. Enrollment is required to purchase Scrip unless paid for with cash. Some identification may be requested for purchases (especially larger ones) when not registered. This is at the discretion of the GSSP volunteer. Enrollment simply identifies your family along with your contact information. Additionally, you can authorize other family members to pick up or purchase Scrip for you. It is your responsibility to keep your family information current for the GSSP. Ask a GSSP representative for a form if you need one.
2. Any Scrip available from Great Lakes Scrip Center can be purchased. See their web site <http://www.glscrip.com/> and click on the "Order Scrip" icon. You can then browse all categories or browse by retailer classification.
3. Some Scrip is obtained directly from local retailers because they are not national or elect not to participate with Great Lakes but do participate locally. Additionally, in a few cases GSSP gets a better rebate by going direct.
4. GSSP has an order form which includes what is felt to be more common purchases. The inclusions will change over time as more knowledge of what you want is gained.
5. GSSP does have some Scrip on hand for immediate delivery. However, we have limited funds. Over time we can build up more inventory but need to balance that with providing revenue for the church.
6. Scrip is to be paid for at time of purchase. While e-mail and phone calls seem like a good option, GSSP must have the funds to order the Scrip.

7. Scrip will be sold after each of the three weekly church services. Sales will be at the desk in the office. Scrip will be ordered between noon on Sunday and noon on Monday. It will be available for pickup after the Thursday service of that week. Consideration is being given for additional hours of service.
8. Your taking the time to fill out an order form ahead of time and have funding ready when ordering will help us serve all of our customers more quickly.
9. If Scrip is available, you will receive it right away. If unavailable it will be ordered and be ready for you after the Thursday service. You will be required to sign a receipt for the Scrip you receive.
10. We are unable to honor debit or credit cards. The lowest cost service we could possibly get would still cost of 2.5% of the transaction. That is pretty significant on some of the Scrip transactions. There are electronic methods to order and pay for (as well as recharge) Scrip through the great Lakes Scrip Center. The program is trying to grow slowly to better understand the whole picture. (The electronic system is a direct withdrawal from your checking.)
11. Bad checks will be returned to the issuer to make it right. Please be aware that a bad check costs GSSP \$6.00 and you will have to pay those costs. You will have to pay cash until the matter is settled.

Note: This user manual is subject to changes and updates.

No matter how much Scrip you buy, remember small amounts do build up!

Ideas to get you started:

- Groceries
- Automobile fuel
- Dining out
- That sporting item you are planning on buying
- Major appliance purchases
- Remodeling or painting projects.
- Vacation trips
- Clothing
- Your favorite craft store
- Your favorite shopping location
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