

PROCEDURES FOR OLS SCRIP

- . SCRIP orders will be processed through the school.
- . Orders are to be placed online with Great Lakes and the printed order form to be sent or brought to the school with payment. Checks must equal amount of order. Orders are processed by Wednesday, 10:00 AM, to guarantee delivery by Friday of that week.
- . Checks are to be payable to OLS SCRIP. Checks received without orders should be accompanied with a note as to what is to be ordered. A proxy order will be placed for the family. **THIS METHOD IS TO BE USED ONLY FOR THOSE FAMILIES WITHOUT ACCESS TO THE GREAT LAKES SCRIP WEBSITE.**
- . Orders worth over \$500.00 are to be picked up at school. This will be during school hours between 8:00 AM and 3:00 PM. All other orders will be sent via backpack unless specified for pick up. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN CARDS.**
- . **DURING THE SUMMER, THE SCHOOL IS OPEN BETWEEN 8:30 AM TO 2:30 PM, MONDAY THROUGH THURSDAY. ORDERS MUST BE PICKED UP AT THE SCHOOL.**
- . A link is established to Great Lakes SCRIP from the OLS website to make it easier to access and order online. From the OLS website, from the Fund Raisers link, there are two instructional links, On-Line Scrip Order Information and Get Started With Scrips. The line SHOP WITH FOR SCRIP ON-LINE links you directly to the GL SCRIP website where you place your order. After placing your order, be sure to print a copy which is then brought or sent, with payment, to Our Lady of Sorrows School.
- . **See the easy guide to getting started with ShopWithScrip on this website.**