2009-2010 DCA Dollars Enrollment Form

1) This form must be filled out & signed by the enrollee. It is imperative that every section be completed. Only 1 enrollment per household. **DO NOT** attempt to enroll yourself on www.shopwithscrip.com.
2) Each DCA family is assigned a DCA Dollars family ID & others enrolling on your behalf will be assigned the same family ID. This ID is used to link credits earned from Scrip purchases & Kroger reloads to your child's tuition account.
3) Once your DCA Dollars enrollment is complete, you will receive an email confirmation from the DCA Dollars Coordinator. The email will contain your logon ID & password for www.shopwithscrip.com. **DO NOT delete or alter the 4 digit family ID** in your ShopWithScrip profile.
4) Scrip orders must be placed online at www.shopwithscrip.com & must be paid online using the secure PrestoPay option. Pay by check orders will not be accepted or submitted for processing. **Scrip payments are not tax deductible.**
5) Scrip gift cards/certificates/other purchases cannot be returned for refund or exchange. Absolutely no exceptions.
6) Upon delivery/pick up of your Scrip order, verify that your order is complete & accurate. In the unlikely event that you should find a discrepancy in your Scrip order, please contact the DCA PTO Scrip Program Coordinator within 5 days of the designated delivery/pick up date.
7) Orders picked up in the main office at DCA must be signed out. Your signature indicates that you received your order in its entirety.
8) Scrip gift cards/certificates are the same as cash, & should be handled accordingly. DCA PTO is NOT responsible for gift cards/certificates/other purchases that are lost, stolen, or misplaced once orders are delivered for pick up or delivery. You must sign the WAIVER OF RESPONSIBILITY below before orders are released to you or your child. This form will be kept on file.
9) Revenue generated through DCA Dollars will be split 50/50 between individual tuition credits to your account & the DCA PTO. Tuition credits will accumulate during 1 year from June to May & will apply to the **next school year**. The individual profit dollars will be held in a separate account that is maintained by the DCA Finance Office. If a student doesn't re-enroll for the next school year, the tuition credit will go into the DCA PTO account. No checks will be issued for the individual tuition credit. If your child is a senior with no siblings at DCA, your DCA Dollars can be applied to their senior account (senior trip, graduation expenses, etc.). If you are a teacher at DCA & have no children at DCA, your DCA Dollars can be applied directly to your classroom. Family & friends can designate that their tuition credit be applied to a specific child's tuition account. Designations must be clearly indicated on this form. All undesignated credits go to the DCA PTO to benefit the school.
10) Logon to www.shopwithscrip.com to monitor your tuition credit status. Select the "Family Order Rebate Summary" report. Your tuition credit is half of the amount in the Scrip Rebate column.
11) A new enrollment form must be filled out & given to the PTO each new school year. Please keep a copy of the signed form.

Last Name:	First Name:	Email:
Address: Home Phone #:	City/State/Zip: Cell Phone #:	

Credit should be applied as selected below (You may select only 1 option.):

☐ 1) Individual Tuition Account for _____ (student's name)
☐ 2) Senior Account for _____ (student's name)
☐ 3) I'm a teacher & do not have children at DCA. Please apply credits to my classroom.

If choosing option 1 or 2, are you the parent? ☐ Yes; ☐ No
If not, please give parent(s) name(s): _____

I have read & agree to the policies & procedures outlined above.

Family ID: (Do not write in this field.)

Signature: _____

Print Name: _____

Date: _____

Select Scrip Delivery Method:

☐ Pick up in main office
☐ Send home with (student): _____
Student's Grade: _____
If in Elementary, please give teacher's name: _____

I understand that Scrip orders are the same as cash & once released for delivery or pick up, DCA & the DCA PTO are not responsible for lost, stolen, or misplaced gift cards, certificates, or other purchases.

Signature: _____ Print Name: _____ Date: _____