



JOY CHRISTIAN SCHOOL S.P.I.R.I.T POLICIES

1. JCS SPIRIT requires that registration forms be turned in at the beginning of each school year as part of the enrollment or re-enrollment process.
2. Registration and the \$10 cash, on-time, per family, fee can be paid at any time during regular business hours. Forms and fee must be turned in simultaneously at a SPIRIT scrip registration event, or in building 16, Common Grounds, at the food service counter register.
3. The registration policy provides the following authorizations via the registration form and/or written notice by the participant: 1. To authorize JCS to apply rebates to the JCS account or as indicated on the registration form. 2. To authorize JCS to write the family a check for their portion of the earned rebates at the end of the school year.
4. SPIRIT orders are placed weekly according to the online order/pick up calendar and are placed weekly online via the ShopwithScrip.com website and/or by cash/paper orders dropped off in the Common Grounds (additional turn-around time applies to cash orders).
5. No personal checks or credit cards are accepted at this time. Money orders may be used to place a paper/cash order. All orders must be paid in full in cash, or online via PrestoPay (preferred).
6. Orders are placed weekly. Online orders paid through PrestoPay must be placed by 8am on Monday. Cash orders must be placed by Friday at 4pm in the Common Grounds, building 16, food service counter register. Please refer to the pick-up and ordering calendar available at the Spirit Store counter and online at www.joyschool.org.
7. Online orders received after 8am will be processed the following Monday. No exceptions.
8. Paper orders received after 4pm on Fridays will not be processed until the following week.
9. 6th thru 12th graders may be authorized to participate in afternoon pick up. JCS SPIRIT carries the following policy for all order pick-ups: Joy Christian School is not responsible for lost, stolen, damaged, or misplaced cards. All orders are required to be signed out during pick up. PK-grade 5 families must have an authorized person of qualifying age pick-up and sign for orders.
10. JCS and CCOJ is not responsible for the failure of participating businesses to fulfill contractual obligations. This includes changes in their policies without notice. It is the responsibility of the SPIRIT participant to clarify with individual merchants such matters as individual store decisions regarding change, use of certificates, etc. prior to making a purchase at their store.
11. Written notice to re-allocate participant portions of rebates must be received by the JCS Business Office, building 5, at least 30 days in advance of a scheduled quarterly distribution date. (deadlines to submit written request for changes will be honored on or

before the last business day of the month in December, March, June & September) All rebates previously earned in advance of written notification of a change will be applied to the original area designated on the registration form.

12. 92% of the rebates will be banked on behalf of the participant as indicated on the registration form. 7% will be applied to cover costs relating to the administration of the program, and 1% will be applied to the JCS Building Fund. Rebate distribution is subject to change. Increased participation will reduce the per family cost to administer the program.
13. Rebates are intended to be used as a tool to reduce tuition costs. The rebates earned will be applied to your JCS family account unless otherwise indicated on your registration form.
14. The appropriate participant rebate portions will be paid in four, quarterly distributions occurring in January, April, July & October.
15. NSF fees from Great Lakes Scrip, your bank, and Joy's bank will be the responsibility of the participant and will be charged to your JCS family account. Gift cards unpaid due to an NSF will become the property of JCS until they are paid in cash in full. Please note that it takes 48 hours to verify funds via Prestopay. To avoid NSF fees, make sure you have the required funds available prior to placing an on-line order.
16. All questions should be emailed to the SPIRIT TEAM at jcsspirit@joyonline.org. Questions regarding your JCS family account should be directed to the JCS Business Office at 623-561-0500. Potential volunteers are encouraged to contact SPIRIT TEAM VOLUNTEER COORDINATOR, Amy Goble at lifesgr8@me.com. Most of your questions will be answered on our SPIRIT webpage. Visit www.joyschool.org and click on the SPIRIT logo for more information.