

Select any that apply:

\_\_\_ This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

\_X\_ This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

\_\_\_ This procedure contains no sensitive information. Current practices are outlined in this document.

### Procedure for: Scrip Orders

Orders are usually taken twice a month at the organizer's discretion. Chorus members are notified by email or within the chorus announcements. Individual orders are then sent to the organizer via email or text and the member sends a check directly to Vicki for deposit.

To place an order the organizer will go to [shopwithscrip.com](http://shopwithscrip.com); log in with:

- [Gailsings@gmail.com](mailto:Gailsings@gmail.com); (This will need be changed to the new organizer upon transfer of duties)
- password: [re to president's files]
- click on "shop"; (under organization) "enter orders"; "bulk orders"
- enter item name and quantity; when finished adding items to the cart "add to queue"; then "create PO"; "proceed to queue"
- Select the bulk organization order in the queue and click "create PO"
- check shipping address; select shipping method "ground"; click "agree" add pin number [pin number \[re to president's files\]](#)
- The amount due is automatically paid through electronic fund transfer from the chorus checking account.
- If you have any trouble during or after creating a PO there is a Live Chat feature right on the website. Or call the 800 number listed at the bottom of the page.
- Email Vicki with the list of people and the items they ordered along with a copy of the PO for her records.

At this time orders are delivered to Vicki's workplace. She then will mail or distribute to individuals at the next rehearsal.

An Excel Spreadsheet has been kept with running totals since the start of our program in 2005. Occasionally the total chorus profit is shared with members for inspiration.

Once a month send a Scrip report to the chorus president in time for the board meeting.

(Phyllis Modisett, Linda Goodenough and Mary Streckel have been admins in the past)