



LLF Scrip Program Guidelines

1. To purchase gift cards, complete an order form and submit it into Fundraising Box found in LLF lobby. Order forms* and a detailed list of all scrip certificates/cards can be found on the bulletin board also in the LLF lobby.
2. Cards will be ordered weekly. Orders must be submitted by 1:00 P.M. each Tuesday for that week's order.
3. Cards can be purchased with cash or checks made payable to Lewis Little Folks. Returned checks are subject to the same "Checks Returned by Bank" Procedure as outlined in LLF's Policies and Procedures.
4. Gift Cards ordered by Tuesday at 1:00 pm, will be available Friday after 1:00 pm. A signature is required for pick-up.
5. A limited amount of cards will be on hand at all times. For a list of cards on hand, please see the bulletin board in the LLF lobby. These cards can be purchased in the LLF office.
6. LLF will not be responsible for lost or stolen gift cards. Purchaser should keep record of gift card serial numbers in the event a card is lost. Some retailers will replace lost or stolen cards while others will not. Please see card for details.
7. For additional questions and/or concerns please contact one of the following:
Tina Jicha (216) 433-3827
Brian Kachmar (216) 433-8655
LLF Office (216) 433-5264
8. For additional information and a complete list and description of each retailer go to the following website:
www.glscrip.com

Thank you for your support!



**Order Forms contain some of the most popular cards. However, any cards from the detailed list can be purchased.*