

Perk Network

Q&A for Tri-unity School

September 21, 2009

Hello and welcome..

Thank you for joining the Tri-unity Christian School fundraising program. Our new partner, Perk Network, has developed a system that makes it easy for you to support our school while saving money.

We consider this to be our local version of an economic stimulus program - you spend less and our school benefits more because a rebate from your purchase is credited directly back to your TRIP account. The online system automatically handles all TRIP rebates, which can range from two to 25 percent. You simply shop and save.

There are three ways to maximize the new fundraising program, which is found at <https://tucs.scripfundraising.com>:

- Use the online service to purchase **gift cards** from national retailers and restaurants. These cards can be used by your family or given as gifts to others. When you buy through tucs.scripfundraising.com, you'll be able to purchase gift cards and get rebates credited back to your TRIP account.
- Purchase a **Buy Local card** and use it at participating area merchants to support our local economy as well as our school. When you use the card, a percentage of each purchase is credited to your TRIP account.
- **Shop online** at more than 1,700 merchants. When you first visit tucs.scripfundraising.com, then visit online retailers. Your purchase will earn rebates to your TRIP account.

Getting started...

A short set-up process is necessary to get your account established and connect the payment process. **First, go to www.tucs.org and click the TRIP link on the home page or go directly to <https://tucs.scripfundraising.com>.**

During your first visit, click the **Enroll Now** button and enter the required information. Be sure to enter your four-digit Tri-unity TRIP number plus pick-up code in the Family ID field. This will ensure that the rebates that you generate are applied to your tuition account.

You'll then be assigned an **account number, account ID and password**. We recommend that you print a copy of this page for future reference. A confirmation e-mail will also be sent to you. You can use your e-mail address as your account ID.

Every time you log into the system, you'll enter this account ID and your password.

Next, log in to the system, click the **Update** button on the Payment Information line and add your **Payment information**, which links to your checking account for convenience.

Enter bank name, your name, bank ABA routing number (with no spaces or symbols), and checking account number.

The ABA routing number is the nine digits found between the |: :| symbols on your check.

Now you're ready to go shopping, saving and supporting TUCS. Here's what you'll find when you click on the tabs at the top of the page.

My Account...

- Get real-time rebate information
- Print invoices
- Track shipments or gift card status
- Review and edit personal information

Buy Gift Cards...

- Select the merchant card you wish to purchase and enter the quantity of cards you'd like to buy.
- When you have entered a quantity, click Add to Cart.
- Check out to purchase your cards. Cards will then be ordered and available for pick-up per the published terms of the Tri-unity TRIP program.
- Rebates that you have earned will be visible in real-time from the web portal.

Buy Local...

- From the Buy Local tab, order and purchase a card.
- A temporary card will be immediately available - print and use it until your permanent card arrives at your address in approximately 7-10 days.
- View the list of participating local merchants.
- Transfer money from your checking account to the card.
- Designate the gift value for the merchants of your choosing (add to cart). When purchasing specific merchant gift value, the minimum purchase is \$20. Amounts above \$20 can be purchased in increments of \$10.
- You can also load your card with a cash balance (non-designated funds) by clicking "add funds" on the My Account page.
 - o If you add funds to your cash balance and then make a purchase at a merchant, gift value is purchased in increments of \$10, not for the exact amount of the transaction.
 - o For example, if you have no specific value for a merchant, \$100 in your cash balance and you purchase a \$7 item, the portal instantly purchases \$10 of merchant gift card value, reduces your cash balance to \$90 and calculates your rebate; the portal then redeems the \$7 item amount and a \$3 balance appears on your account as gift value at that merchant. This all happens instantly.
- Card must have funds available for use.
- Check out to process your fund allocation.
- Rebates that you have earned will be visible in real-time from the web portal.

Shop Online...

- From the Shop Online tab, select the on-line merchant from the drop-down menu.
- Note any rebate terms or coupon offers that are required by the merchant site.
- Click on the link to the merchant site and purchase products following that merchant's requirements (e.g. PayPal, credit card, etc.)
- Perk Network will capture your rebate from the on-line retailer and credit it to your account. This may take several days.
- To receive a rebate from an on-line merchant, you must enter through the TUCS portal. If you go directly to a merchant site without first going through the TUCS portal, you will not receive a rebate from the merchant.

FAQs

Q: How much does it cost to enroll?

A: The program is free for those who want to buy gift cards online and shop online using the discount option. If you also plan to participate in the Buy Local program (highly recommended), then there is a small cost to purchase the Buy Local card.

Q: Can I pay by credit card? Or Pay Pal?

A: When you're shopping through our portal with online retailers and merchants, you will be able to use their standard methods of payment (typically credit card or Pay Pal). For the Buy Local and gift card purchase programs, funds come directly from your checking account. The secure system works exactly as if you'd written someone a paper check and handed it to them. No additional information is required.

Q: How do I add funds to my account?

A: From the My Account page, click the "add funds" button and follow the prompts. Funds will be immediately available.

Q: How long will the registration process take?

A: Roughly five minutes. The hardest part might be finding your checkbook.

Q: Who are the participating local merchants?

A: You can always find a list of participating local merchants in the Buy Local section of the fundraising portal. Also, look for the Perk Network logo on store doors and windows. If you would like us to add one of your favorite local businesses, please send information to garyv@perknetwork.com. Perk Network retains the right to determine whether a merchant is added to the program.

Q: Do all donations go to TUCS?

A: Yes, the balance of your donation will always be updated in your online account information.

Q: How can I track my account balances?

A: This information is always updated in your account information. You will also receive an email notice after each transaction so you can track your purchases and balances. You can also call 1-800-591-3390 to get your balance information, or ask the merchant to check your balance wherever you use your card.

Q: How much rebate do I earn from each purchase?

A: It varies based on specific agreements with each retailer, restaurant and merchant. The rebate is a percentage of the total sale and varies by merchant. Look for rebate information on the TUCS portal when you purchase gift card value national gift cards or Buy Local. Rebates for the on-line mall are provided when you select a particular merchant.

Q: How do I get my rebates?

A: All rebates are automatically calculated and appear in the contribution line of My Account. Rebates are remitted to Tri-unity by Perk Network. Rebates are applied to your account at intervals chosen by Tri-unity.