

Dutton Christian School
TRIP PROGRAM POLICIES

TRIP purchases gift cards and certificates in large quantities at a discount and sells them at face value. The discount earned is credited to individual tuition accounts. TRIP retains an administrative fee of 15% of total credit earned to cover the program's operating expenses.

To get started in the TRIP program you will need to fill out a registration form and turn it in to the TRIP box located in either school office, or you may bring it to Quick TRIP. You can designate your TRIP credits to be applied to your own account at DCS (future or existing family), the Tuition Assistance fund at DCS, or a tuition account at another South Christian feeder school.

Many of the vendor gift cards/certificates can be purchased through Quick TRIP. Quick TRIP is available every Wednesday at the north campus. On the 1st, 3rd, and 5th Wednesday of the month, hours are 8:15-9:15am and on the 2nd and 4th Wednesday, hours are 2:30-3:30pm.

TRIP orders can be placed by:

1. **Completing a TRIP order form** with payment. Drop it off in the TRIP box located in either school office by 8:15am Wednesday, and the order will be available for pick up the following Wednesday after 12:00 noon in the office at the north campus. TRIP order forms are available on our website or in either school office. Filled orders can also be sent home with your child. For us to be able to send TRIP orders home with your student, please fill out and sign the section on the registration form that authorizes us to release your TRIP to your child. We do not send TRIP orders home with students who are in pre-kindergarten.
2. **Placing your order online** at www.raiseright.com. Orders placed online must be paid with presto pay or credit card and will be charged \$.29 per order. Orders placed online by 8:15am Wednesday may be picked up or sent home with your child the following Wednesday. To sign up for online TRIP ordering, please contact Traci Miller at dcstrip@duttoncs.org or at 616-318-6468 for DCS's enrollment code.
3. **Using RaiseRight app** is a convenient way to get ecards you print at home or download right on your smartphone. To get started, sign up at raiseright.com for a presto pay account. After you have a presto pay account you can search your app store and download the RaiseRight app on your phone. This allows you to use your smart phone at many vendors rather than buying gift cards ahead of time. You will be charged \$.29 per order. Contact Traci Miller or Jodi Koetje at dcstrip@duttoncs.org with questions.

Please check the DCS website at www.duttonchristianschool.org or the *Parents in Touch* newsletter for special TRIP pick up and drop off times when school is not in session or if there is a holiday.

TRIP credits will be posted in October and April to the account specified on your registration form.

Anyone writing a non-sufficient fund check will incur a fee of \$30.00 to be paid to TRIP. After two non-sufficient fund checks are made on your TRIP account, your TRIP ordering privileges will be suspended for the remainder of the school year.

Gift cards/certificates are the same as cash. Neither Dutton Christian School nor the TRIP Program will accept responsibility for lost, stolen or misplaced cards/certificates.

Please double check all orders! Gift cards/certificates are not returnable or exchangeable. If TRIP makes a mistake filling an order, please notify Traci Miller as soon as possible.

For Online Ordering or RaiseRight App:

If you have ordered TRIP in the past, you have an account set up already at www.raiseright.com. Your username is the mother's email address given to school. Your password is your home phone number without the area code.

If you have not ordered TRIP before, you will need to create an account by using the DCS enrollment code and choosing a username and password. Follow the directions below:

1. Go to www.raiseright.com and sign up for Presto Pay by using Dutton Christian School's enrollment code given to you by Traci Miller or Jodi Koetje. You will be asked to enter your bank account information. Registering for Presto Pay is easy but takes a few days to confirm your checking account so plan ahead. RaiseRight will make two small deposits into your checking account. You must go to the RaiseRight website to verify the amounts. After you verify the amounts, they will give you a four digit code. Next, you will need to email Traci Miller at dcstrip@duttoncs.org or text 616-318-6468 with the four digit code and she will activate your account.
2. Search your app store for RaiseRight and download it to your smart phone. Presto Pay or credit card is required for RaiseRight. This allows you to print ecards at home or reload a card using your smart phone.

If you have further questions, please contact Traci Miller at 616-318-6468, Jodi Koetje at 616-262-2395 or email us at dcstrip@duttoncs.org

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