

Unitarian Fellowship of Lawrence Charter of the Scrip Team

1. Purpose

The Scrip Team manages the buying and selling of grocery cards and certificates (collectively known as “Scrip”) to UFL members and friends for the purpose of fundraising. Participating merchants are Checkers, Dillons, Hy-Vee, and Community Mercantile.

2. Program Area

Facilities/Fundraising

3. Membership

The Scrip Team currently consists of four members (Joe Gant, Marcel Harmon, John Roper, John Brewer). The first three (Gant, Harmon, Roper) were appointed by the Finance Committee. The fourth (Brewer) volunteered to join the team to assist with Wednesday evening scrip sales.

4. Team Leaders

The team has no designated team leader or assistant team leader. However, certain activities have been traditionally performed by specific team members, as noted below.

5. Activities, Duties, and Responsibilities

- a. Staff the Scrip sales table on Sunday mornings and on Wednesday evenings.
- b. Accept cash or check in payment for Scrip.
- c. Record all sales transactions on the Scrip Inventory Form.
- d. Deposit sales proceeds in the Scrip bank account at Capitol Federal.
- e. Order and purchase additional Scrip from the participating merchants. Payment is by check written on the Scrip bank account at Capitol Federal.
- f. Perform a “physical” Scrip inventory and ensure that it matches the written records (Scrip Inventory forms).
- g. At the end of each month, prepare a monthly summary on the Scrip Accounting Form, showing the amount of Scrip from each store sold on each sales day.
- h. At the end of each month, transfer the month’s profits to the UFL Operations Fund.
- i. Make periodic reports (usually monthly) to the UFL treasurer showing sales and profits.
- j. Publicize the Scrip program through newsletter and bulletin articles and appropriate signage.

Activities that involve the bank account (deposits, check writing) may only be performed by team members included on the Capitol Federal account signature card (Gant, Harmon, Roper). The month-end activities are usually performed by Roper.

6. Authority Delegated or Retained

The Scrip program is self-sustaining through its sales and requires no budget funding from the Board. All profits from Scrip sales are transferred to the UFL Operations Fund.

7. Standard Team Procedures

1. The Scrip Team meets at least once during the first quarter of the Fellowship year to approve a written plan to be communicated to the Program Council that is consistent with its charter and supports the mission, vision and goals of the Fellowship.

2. Each spring when the budget is being developed for the next fiscal year, the Scrip team submits its request through the Facilities/Fundraising Area Coordinator.

The Scrip Team retains the right to appeal budget decisions.

3. The Scrip Team prepares an annual report to the Congregation and submits its report through the Program Council.

4. In connection with preparation of its annual report, the Scrip Team assesses its activities and charter and provides any recommendations to the Program Council.

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Date this charter was reviewed and approved by the Scrip Team: October 8, 2012

Date this charter was reviewed and approved by the Program Council: November 1, 2012

Date this charter was approved by the Executive Board: November 5, 2012