



WELCOME!

Thank you for enrolling with the Manna Express Scrip Company

Please find the attached welcome packet that will help answer any questions as you begin to offer the Manna Express Scrip Company program to your Organization.

HOW TO BEGIN – Guidelines regarding how to begin offering a scrip fundraising program

PLACING ORDERS – Hours to place your order, fees and payment information

MANNAORDERS, MANNAPAY, MANNAESCRIP, MANNAAPP

- ▶ **MannaOrders** – This online scrip management program was created to help manage your organization's scrip fundraising program. Utilize this FREE program for provides online ordering, tracks orders, provides all necessary reporting, and much more.
- ▶ **MannaPay** – In conjunction with *MannaOrders*, *MannaPay* allows participants to order online direct to the coordinator and pay by ACH.
- ▶ **MannaEscrip – Real time digital eGift cards now available!** Your participants will now be able to order electronic gift cards through *MannaOrders*, pay with the *MannaPay* option, and receive an eGift card via email instantly!
- ▶ **MannaApp** – Start new or add the *MannaAPP* as a compliment to your existing scrip fundraising program. The coordinator is responsible to sign up, create an account for the organization, and invite users, all within minutes. Receive monthly profits along with a detailed report of participant purchases.

ACH FORM – Eliminate chasing down checks and signatures – enroll your organization up for ACH payment. Manna Express initiates payment from our end so there is no additional work for the coordinator!

OFFICE SCHEDULE – Office and Holiday Schedule

SAMPLE LETTERS – We have enclosed two intro letters.

1: Example Intro Letter

2: Sample Intro for *MannaOrders* – Participant Ordering. Please use these as a guideline when introducing to your families and participants.

Visit our website often at www.mannaexpress.net for any news, updates and flyers. We are here to ensure you have the proper tools to offer the most successful scrip program possible. Please do not hesitate to contact us at any time to assist you further.

Manna Express Scrip Company
888-272-1952 – Office
847-202-8451 – Fax

www.mannaexpress.net

www.mannaorders.net

mail@mannaexpress.net

HOW TO BEGIN

Manna Express Scrip Company

Manna Express requires no signed contract to enroll on our program. All that is necessary to begin is to visit our website at www.mannaexpress.net and **ENROLL** now (<http://www.mannaexpress.net/enrollE.html>). Once you are enrolled, a representative from our office will contact you and help you to start your Manna Express program. Order forms, vendor lists, promotional documents and our free scrip management program, MannaOrders, are all available to your organization once you have enrolled with Manna Express.

A committee should be formed to handle all the various responsibilities that are necessary when offering the Manna Express program. The volume of your orders and the number of participants will determine the size of your committee.

There are several ways to offer your program to your participating families – Weekly, bi-weekly or monthly prepaid orders, inventory/cash & carry and tuition reimbursement incentive.

Weekly, Bi-Weekly or Monthly Prepaid Orders

This type of offering would require the following sets to be completed:

1. Distribute order forms
2. Set up day/time/location where final orders are submitted
3. Tabulate orders and make sure payment is included (payable direct to your organization)
4. Place orders online or by phone
5. Deposit checks into your organizations bank account and request check/ACH amount payable to The Manna Group for the discounted amount of gift cards, including fee. If payment by check is chosen, the check must be available for our drivers upon delivery.
6. When orders are delivered to your organization they are to be checked for accuracy. An invoice is supplied listing the serial numbers for each gift card in your order.
7. Distribute individual orders back to your participants. This can be done either using a designated pick-up location or sent home with children.
8. All marketing, communications with your participants is the responsibility of your committee
9. Distribute new order forms for future orders

Inventory Orders/Cash & Carry

Offering an inventory of gift cards throughout the week at a certain time and location requires a volunteer to be responsible for sales, payment and inventory on hand. Inventory that is offered is the decision of your organization's committee.

Profit/Tuition Reimbursement

A portion or all of your profits may be offered to your participants as an incentive to participate in your Manna Program. The amount purchased determines the reimbursement. It is the responsibility of the organization to decide upon the amount of reimbursement the families will receive. MannaOrders will manage your reimbursements while participating in The Manna Group program for each family participating.

Please call the office with any questions to begin your Manna Express program today!

PLACING ORDERS

Manna Express Scrip Company

ORDER PLACEMENT

Manna Express orders are taken Monday through Thursday – We do not ship orders on Fridays. Orders can be placed from 8:30am to 1:00pm via MannaOrders, phone (1-888-272-1952) or online using our ordering website, www.mannaorders.net. Orders received after 1:00pm CST will be shipped the next business day.

FEE SCHEDULE

Manna Express offers two options of shipping your orders – Fed Ex overnight or ground shipping.

ORGANIZATIONAL DELIVERIES			
FedEx Ground		FedEx Overnight (Overnight Delivery by 3pm)	
Orders \$1-\$2,499	\$5 Fee	Orders \$1-\$4,999	\$10 Fee
Orders over \$2,500	FREE Shipping	Orders \$5,000-\$7,499	\$5 Fee
		Orders \$7,500	FREE Shipping
HOME DELIVERIES			
FedEx Ground		FedEx Overnight (Overnight Delivery by 3pm)	
Orders \$1-\$2,499	\$8 Fee	Orders \$1-\$4,999	\$13 Fee
Orders over \$2,500	\$3 Fee	Orders \$5,000-\$7,499	\$8 Fee
		Orders \$7,500	\$3 Fee

***FedEx does not require signatures for home deliveries. Due to this policy, a signed waiver is required from all organizations that request home deliveries. This waiver releases The Manna Group of any responsibility for lost or stolen orders. If priority shipment is requested an additional fee would apply.*

Once your order has been signed for by your Organization, Manna Express is not responsible for lost or stolen certificates.

PAYMENT

Payment is accepted by Automatic Direct Payment (ACH Debit) for Manna Express orders. An ACH debit form must be filled out and returned to us to authorize debit from your account. Once we have received the form it takes approximately 5-7 days to have your account approved. Your account will not be debited until the day after your order has been shipped. If direct payment is not available, payment via check must be received before an order is released.

MannaOrders, MannaPay, MannaEscrip, MannaAPP

Manna Express Scrip Company

MannaOrders

Manna Express Scrip Company's FREE online scrip management program is available to all participating nonprofit organizations. MannaOrders.net allows coordinators and participants to place orders 24 hours a day, 7 days a week. The program provides all necessary reporting to manage your scrip fundraising program.

MannaPay

Participants who place their order on MannaOrders have the option of submitting their payment direct from their bank account via ACH (electronic debit via automatic clearing house). This reduces the hassle and the time that is spent to send a check to the organization, therefore expediting your order and lessening the workload of the group's coordinator.

MannaEscrip

REAL TIME DIGITAL GIFT CARDS NOW AVAILABLE

New to MannaEscrip is the option to order 24 hours a day, 7 days a week and receive your eGiftcard instantly! MannaEscrip is the fastest way to purchase scrip. Participants **only** can now place orders online on MannaOrders, submit payment with MannaPAY, and receive an eGiftcard INSTANTLY, via email. We have added an entire new offering of eGiftcards to choose from, with more to come!

MannaAPP

Available for iPhone and Android!

Start new or add the MannaAPP as a compliment to your existing scrip fundraising program. With over 80 different retailers, The MannaAPP is available as an added convenience for our scrip shoppers and is 100% FREE of charge to organizations and participating families. Once the coordinator enrolls via www.benefit-mobile.com using the code 'MANNA', your participants can then download the MannaAPP and start shopping. The MannaAPP is a separate offering through The Manna Group and is not compatible with MannaOrders. All reporting and reimbursement is generated from Benefit-Mobile.

**Discounts offered through MannaAPP may vary from those offered via your Manna Group program*



The Automatic Debit Payment option is available as a convenience to all participating Manna Group organizations. Streamline your program by authorizing The Manna Group to receive your payment directly from your financial institution.

If you are already using the Automatic Debit Payment option and no banking changes have occurred, there is no need to update this information.

ACH Authorization Automatic Debit Payment Option

Customer Name:

Contact Name:

Phone Number:

Preferred Email Address (required):

Bank Name:

Bank Phone:

Account Type: Checking or Savings

Bank Location (City & State):

Account Routing Number:

Account Number:

I hereby authorize The Manna Group to debit/credit entries to our bank account indicated above at the depository named above, to debit/credit same such account. This authorization is to remain in full force and effect until The Manna Group has received written notification from me.

Authorized Account Holder (Please Print)

Title

Signature

Date

Mail or FAX to:
The Manna Group
887 Wilmette Ave. Ste. E1
Palatine, IL 60074
FAX: 847/202-8451



Office Schedule and Holiday Schedule

August 2015 through May 2016

Monday, August 24th, 2015 | REGULAR OFFICE HOURS RESUME

Orders taken 8:30am – 1:00pm CST Monday through Thursday
Orders received by 1:00pm will be shipped the same day

Labor Day | September 7th, 2015 | OFFICE CLOSED

Orders will be taken 8:30am – 1:00pm CST Tuesday through Thursday
Orders received by 1:00pm will be shipped the same day

September 14th, 2015 | Regular Office Hours

Orders taken 8:30am to 1:00pm CST Monday through Thursday
Orders received by 1:00pm will be shipped the same day

Columbus Day | October 12th, 2015 | Regular Office Hours

Thanksgiving Week | November 26th – 27th, 2015 | OFFICE CLOSED THURSDAY AND FRIDAY

Orders will be taken per the regular schedule on Monday, Tuesday, and Wednesday

HOLIDAY SCHEDULE BEGINS WEEK OF NOVEMBER 30th, 2015 (Additional details to follow)

OFFICE CLOSES on December 23rd, 2015 at Noon and reopens January 4th, 2016

Martin Luther King Day | January 18th, 2016 | Regular Office Hours

President's Day | February 15th, 2016 | Regular Office Hours

Memorial Day | May 30th, 2016 | OFFICE CLOSED

Orders will be taken 8:30am – 1:00pm CST Tuesday and Wednesday
Orders received by 1:00pm will be shipped the same day

Spring breaks, teacher institute days and in-service days **do not** affect Manna Express' regular office hours.

Call the office if you have any additional questions.

Summer Schedule to be announced in May 2016

EXAMPLE INTRO LETTER

Print this letter on your organization's letterhead

Fundraising Made Simple!

Dear (name of organization) Parent:

We have exciting news to share about a new fundraising program for our organization. It's called The Manna Group Scrip Program. This scrip program will allow our organization to fundraise while we shop.

"Scrip" is the name given to gift cards and certificates which are provided from local and national retailers. They are the same gift cards available in stores. Nationally known retailers include Wal-Mart, Jewel, JCPenney, Kohl's, Best Buy, Shell, Speedway, Starbucks, The Home Depot, and Subway all participate in the scrip program along with hundreds of others.

How can these retailers help us raise money? It's simple. . .partnered vendors agree to sell gift cards to our organization at a discount. Families like yours buy the gift cards at full face value and our organization keeps the difference as profit. **NO SELLING INVOLVED!**

Put your everyday shopping dollars to work. Earn money for our organization without spending anything additional. Simply purchase gift cards from stores that participate in The Manna Group scrip program! Grocery, gasoline, clothing, entertainment, and household goods can be purchased using scrip.

Scrip is an exciting fundraising tool because everybody wins:

- You get a fundraising alternative that involves **NO SELLING**
- Our organization will have a regular source of revenue
- Partnered vendors receive repeat business

The Manna Group Scrip program promises to be a simple and effective fundraising program. We hope we can count on your support! Start shopping today!

Sincerely,

Scrip Coordinator

Phone:

Email:

The Manna Group Scrip Company

SAMPLE LETTER FOR MANNAORDERS.NET – PARTICIPANT SIGN IN

Print this letter on your organization's letterhead

Dear _____ family,

Welcome to MannaOrders! Place your order by following these simple steps to assure proper order placement.

Sign in at www.mannaorders.net and enter the following information under Participant Sign-In

- 1) Organization # _____
- 2) Your Participant Code # _____
- 3) Your Individual Password _____

After signing in, you will find step-by-step instructions on how to place your order. Once your order is complete, it is sent to your group's coordinator for acceptance. Orders will not be accepted until payment by check payable direct to _____ or ACH (MannaPay) has been completed by your group. To learn more about completing payment by ACH, please review the 'Participant Guidelines' for MannaPay, located on MannaOrders.net. MannaPay uses NACHA technology, a global ACH network that offers a secure, efficient and high quality electronic payment system.

Please contact your group coordinator at name@e-mail.com for any questions you may have.

Thank you,

Group Coordinator