



# Issue Paper

**DATE:**

2/4/2021

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Application to receive Kroger Community Rewards for Scott High School Archery Team.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Scott High School Archery Team would like to apply to receive Kroger Community Rewards and approval to sign the enrollment application.

**FISCAL/BUDGETARY IMPACT:**

N/A

**RECOMMENDATION:**

Approval to Allow Scott High School Archery Team to apply to receive Kroger Community Rewards that would be deposited quarterly into the Archery Team Activity Fund.

**CONTACT PERSON:**

Casey Fisk, Athletic Director/Bob Kirk, Archery Coach

  
Principal/Administrator

  
District Administrator

  
Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.  
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



## **STEP BY STEP ENROLLMENT FOR ORGANIZATIONS**

1. Fill out the Enrollment Application. **You must include pages 2, 3 and 6.**
2. Attach the 501(C)(3) Federal Letter of Determination (from the IRS). For Churches and Schools a pre-printed 990 form is acceptable. If you are using a parent EIN for your tax-exempt status, a letter of awareness is needed stating you have permission to fundraise on their behalf.
3. Attach the signed Terms and Conditions.
4. E-mail, fax, or mail all of the above to:  
Kroger Public Affairs  
ATT: Community Rewards  
P.O. Box 46234  
Cincinnati, Oh 45246  
Fax: 513-782-3359  
E-mail: [CincinnatiCommunityRewards@Kroger.com](mailto:CincinnatiCommunityRewards@Kroger.com)
5. Within 21 business days you will receive a confirmation email listing your organization's new exclusive Kroger Community Rewards identification number.
6. Your group members and supporters can enroll their Kroger Plus Card online at our secure website [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com).
7. Every time an enrolled member of your organization shops at Kroger using his/her Kroger Plus Card, eligible purchases earn a donation to your organization.

## ENROLLMENT APPLICATION

Name of Organization: Scott High School Archery / Kenton Co. Schools

Organization Street Address: 5400 Old Taylor mill Rd.

Telephone: (859) 356 3146 Fax (859) 356 5516

Organization's Email Address: Casey.Fisk@Kenton.KySchools.us

City Taylor mill State Ky Zip Code 41015

Federal Tax Id Number: \_\_\_\_\_

### PRIMARY CONTACT PERSON INFORMATION

Name: Casey Fisk / Bob Kirt

Title: Athletic Director / Coach

Primary Contact Mailing Address: 5400 Old Taylor mill Rd

City Taylor mill State Ky Zip Code 41015

Daytime Phone Number: (859) 356 3146 Email: Casey.Fisk@Kenton.KySchools.us

Choose address for all program communication, including Reward checks:

☒ Organization Street Address

☐ Contact Mailing Address

**PLEASE READ & INITIAL INSTRUCTIONS BELOW:**

1.) \_\_\_\_\_ I have attached a copy of my organization's Letter of Determination from the IRS, which states in writing that my organization is tax exempt under Section 501(C)(3) of the IRS. State exemption certificates are not accepted. ***Please note, proper documentation is a requirement for participation in the program. You may also submit a pre-printed 990 form in place of a 501(C)(3). State tax exempt certificates are not accepted.***

2.) \_\_\_\_\_ I have attached pages 2, 3 and 6, including the signed Terms and Conditions.

***Please note - your application will not be processed until this is received.***

3.) \_\_\_\_\_ Applicable organization description. Please check only one.

- ☒ School (grades K-12 including all school sports)
- ☐ Church/Synagogue (includes groups within the church i.e., youth groups)
- ☐ Youth Sports (not affiliated with schools)
- ☐ Animal Welfare Organizations
- ☐ Other (please explain) \_\_\_\_\_

**Please sign and date below indicating you understand and accept these instructions.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** Casay Fisk

## TERMS AND CONDITIONS

The signature page must be submitted with your enrollment application for your organization to qualify.

### **EFFECTIVE DATES OF THE KROGER COMMUNITY REWARDS PROGRAM**

The Kroger Community Rewards Program, herein referred to as "KCR" will commence and become effective the date the application is processed.

### **PROGRAM TERMS AND CONDITIONS**

Subject to the terms and conditions hereof, Kroger will contribute to eligible Organizations (as defined below) an amount that is equal to a portion of the total Eligible Purchases (as defined below) made by the Eligible Participants (as defined below).

**Eligible Organizations:** Eligible Organizations are qualified 501(C)(3) Non-Profit Organizations located in Ohio, Kentucky & Indiana and who have submitted an application form, have agreed to all Terms & Conditions and received confirmation from Kroger.

**Eligible Participants:** Eligible Participants shall be Kroger Plus Card holders who are 18 years of age or older and who are legal residents of the city or state in which the Eligible Organization is located or who have either identified themselves as a participant of the Eligible Organization or who have been identified as a participant of the Eligible Organization. These are only members, family and friends of Eligible Organizations.

**Eligible Purchases:** Eligible Purchases shall consist of those retail purchases made at any Cincinnati Division Kroger Food Store by an Eligible Participant who presents a Kroger Plus Card at the time of purchase. If the card is not presented during a transaction, your organization's account will not be credited. Purchase of Alcohol, Tobacco, Government Assisted Pharmacy Expenses, Postage Stamps, Kroger Co. Family of Stores Gift Cards, Green Dot Prepaid Reloadable Products, MoneyPaks, 1-2-3 Rewards Reloadable Visa PrePaid Debit Card, ReCharge Cards, American Express Variable Load Gift Cards, Visa Variable Load Gift Cards, MasterCard Variable Load Gift Cards, Bottle Deposits, Lottery and Promotional tickets, Money Orders, Western Union, Fuel, and Sales Tax are **excluded from eligible purchases**. Eligible pharmacy purchases include out of pocket co-pays for non-government assisted pharmacy programs.

### **OTHER PROGRAM CONDITIONS**

- 1.) Eligible Organizations and Eligible Participants shall be solely responsible for the accuracy of names submitted as Eligible Participants. Eligible Organizations shall agree to indemnify and hold Kroger harmless in connection with their identification or improper identification of any person.

- 2.) Solicitation to the General Population is prohibited and is grounds for exclusion from KCR. Only members, family and friends are eligible to participate in your organization.
- 3.) Eligible Organizations are prohibited from soliciting in front of or inside any Kroger Grocery Store, Fuel Center or public event.
- 4.) This is a stand-alone rebate program and any attempt by an organization to combine this program with any other Kroger affiliated rebate or discount program could result in exclusion from KCR.
- 5.) All proceeds derived from KCR must be used for charitable purposes within the community Kroger serves and cannot be used for political, legal or administrative purposes. KCR has the discretion and right to terminate any Organization from the Program at any time if it's determined that any of the proceeds are used for political, legal or administrative purposes.
- 6.) No person is required to make payment of any kind in order to be issued a Kroger Plus Card.
- 7.) More than one Kroger Plus Card when linked together is considered a household. If a participant is issued a replacement Rewards Card, it is the responsibility of the participant to confirm that the card is linked properly and or re-enrolled the new Kroger Plus Card in the KCR program.
- 8.) If the customer is using an alternate ID (phone number) at the register, it is the responsibility of the card holder to confirm that the enrolled card is linked with their alternate ID (phone number).
- 9.) Kroger reserves the right to remove any group at any time for any reason.

#### **PAYMENT CONDITIONS**

- 1.) Total Eligible purchase made by the Eligible Organization's Eligible Participants will be calculated at the end of each three month period during the Term. Purchase amounts by Eligible Participants during any three month period shall not count towards amounts purchased in any subsequent three month period.
- 2.) Rebates will be paid and mailed only to the Organization identified on the Program Enrollment Application via check within 45 days of the close of each quarter. Rebates are paid quarterly in **August, November, February and May.**
- 3.) The amount of the rebate to be paid to an Eligible Organization at the end of each three month period shall be determined in accordance with the following scale:
  - a. Kroger limits its maximum annual contribution to \$4,000,000 and its quarterly contribution to \$1,000,000 to be distributed among all participating eligible organizations
  - b. Kroger limits a participating organization's earned contribution to \$50,000 per quarter.
  - c. Kroger limits a participating household's earned contribution to \$300 per quarter.
  - d. Minimum quarterly payout is \$25 per organization. In the event that an organization earns less than \$25 in a quarter, Kroger will hold the amount until the next quarter that the rebate exceeds \$25 or the end of the program term, whichever comes first.

- e. Your quarterly rewards check will be mailed within 45 days after the close of each quarterly cycle.

Kroger reserves the right to evaluate the Program during the Term and to unilaterally modify the Program at any time and without any advanced notice to the Organization. When possible, the Organization will be given ten (10) days advance notice of any changes to the Program at any time. The Organization may elect to terminate its participation in the Program at any time. Kroger may elect to terminate the Program at any time. The Program is void where prohibited or restricted by law. **I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THE KROGER COMMUNITY REWARDS PROGRAM AND AGREE TO COMPLY WITH AND TO BE BOUND BY SAID TERMS AND CONDITIONS.**

NAME OF ORGANIZATION: SCOTT High School Archery

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

PRINT NAME: CASEY FISH DATE: \_\_\_\_\_

Kroger Public Affairs

ATT: Community Rewards

P.O. Box 46234, Cincinnati, Oh 45246

Phone: 1-800-294-4438 option #2

Fax: 513-782-3359

Email: [CincinnatiCommunityRewards@Kroger.com](mailto:CincinnatiCommunityRewards@Kroger.com)

## FREQUENTLY ASKED QUESTIONS AND ANSWERS FOR GROUP ADMINISTRATORS



### KROGER COMMUNITY REWARDS ENROLLMENT PROCESS:

**Q. How long will it take for Kroger to assign my organization's number and how will I be notified?**

A. You will be e-mailed your exclusive organization number within 7 to 10 business days of Kroger receiving all required documentation.

**Q. Will my organization need to be re-enrolled each year?**

A. No, organizations will not need to enroll each year, but your supporters will be required to re-enroll his or her Kroger Plus Card on an annual basis, during the month of April.

**Q. Why do my members have to re-enroll next year if they were already participating prior to May 1?**

A. The Kroger Community Rewards program will be evaluated each year and changes will be considered based on the success of the program. By making a one-year commitment to Kroger, Kroger is making a one-year commitment to you. It also gives each organization an opportunity to refresh their membership by spreading the word to new members and keeping the previous members informed of any changes to the program.

### SIGNING UP MY GROUP MEMBERS:

**Q. Can I, as the organization administrator, fax or mail my list of group participants to Kroger?**

A. Enrollment for all supporters must be processed through our secure website at [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com).

**Q. Can the organization administrator register the Kroger Plus Cards for everyone in his/her group?**

A. Each individual must enroll his or her own Kroger Plus Card. This information is used to update their Kroger Plus Card information and needs to be extremely accurate. Incorrect information would impact offers in the mail, fuel rewards and other special promotions the customer receives.

**Q. How can I reach many of my group members at one time and tell them about the program? I don't want to mail a letter to every member?**

**A.** Kroger has made it easy to communicate with your members about the Kroger Community Rewards program. Once you have received your exclusive organization number from us, just publish our website address [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com) in a group email, newsletter or bulletin.

**Q. How do group members enroll if they do not have internet access?**

**A.** Non-profit coordinators assume the responsibility for enrolling their participants who do not have internet access. Options include: the public library, which has computers with internet access that anyone can use. They can also seek assistance from one of your members who has a computer.

**Q. As an organization administrator, can I recruit people to sign up with our organization at one of our public events or in front of a Kroger store?**

**A.** This program is designed for your group members, friends, supporters and family members. No solicitation to the general public is allowed.

#### **KEEPING TRACK OF QUARTERLY REWARDS:**

**Q. How much can an organization earn?**

**A.** Kroger will pay up to \$1,000,000 on a quarterly basis to participating organizations based on their percentage of spending as it relates to the total spending of all participating Kroger Community Reward organizations. Kroger limits a participating organization's earned rewards to a maximum of \$50,000 quarterly. Kroger limits a participating household's earned rewards to a maximum of \$300 quarterly. The minimum quarterly payout is \$25.00 per organization. In the event that an organization earns less than \$25.00 in a quarter, Kroger will hold the amount until the next quarter that the reward exceeds \$25.00 or until the end of the program term, whichever comes first.

**Q. When will my organization receive the statements and reward checks?**

**A.** Your quarterly rewards check will be mailed within 45 days after the close of each quarterly cycle.

- Quarter 1: May 1 – July 31
- Quarter 2: Aug 1 – October 31
- Quarter 3: November 1 – January 31
- Quarter 4: Feb 1 – April 30

**Q. Does Kroger have any restrictions on how our group uses the rewards we earn?**

**A.** All proceeds derived from the Kroger Community Rewards must be used for charitable purposes within the communities Kroger serves and cannot be used for political, legal or

administrative purposes. Kroger does not make donations to individuals. Kroger Community Rewards has the discretion and right to terminate any organization from the program at any time if it's determined that any of the proceeds are used for political, legal or administrative purposes.

**Q. I am the organization administrator; how do I get our quarterly statement?**

A. Quarterly reports will be e-mailed to the addresses provided on the Enrollment Application. Statements will include the total number of supporters and the amount of the donation.

**CHANGING YOUR ORGANIZATION'S INFORMATION:**

**Q. How do I update information that may change for my organization (primary contact, new address, etc.)**

A. Mail or fax updates on your organization's letterhead to:

Kroger Public Affairs  
Community Rewards Program  
150 Tri County Parkway  
Cincinnati, OH 45246  
Fax: 513-782-3359

**PROTECTING THE PRIVACY OF YOUR ORGANIZATION'S MEMBERS:**

**Q. Once I have enrolled, is my personal information secure?**

A. We do not sell trade or rent our customers' personal information to outside companies or marketing firms. Please read our complete Privacy Policy online at [www.kroger.com](http://www.kroger.com).

**QUESTIONS ABOUT THE KROGER COMMUNITY REWARDS PROGRAM IN GENERAL:**

**Q. After I enroll my Kroger Plus Card with an organization, how long before my purchases start counting towards the rewards?**

A. Your purchases will begin earning rewards for your designated organization within 7 to 10 business days of registering your Kroger Plus Card online.

**Q. How do I know if my Kroger Plus Card is enrolled?**

A. Within 7 to 10 business days of successfully enrolling your Kroger Plus Card, you will see at the bottom of your Kroger receipt: "At your request, Kroger is donating to "your organization name".

**Q. Does everything in my shopping cart count towards my donation to my organization?**

A. Supporters can earn rewards on almost anything, every time they shop. However, there are specific purchases that cannot be included: Alcohol, Tobacco, Government Assisted

Pharmacy Expenses, Postage Stamps, Kroger Co. Family of Stores Gift Cards, Green Dot Prepaid Reloadable Products, MoneyPaks, 1-2-3 Rewards Reloadable Visa PrePaid Debit Card, ReCharge Cards, American Express Variable Load Gift Cards, Visa Variable Load Gift Cards, MasterCard Variable Load Gift Cards, Bottle Deposits, Lottery and Promotional tickets, Money Orders, Western Union, Fuel and, Sales Tax are excluded from eligible purchases. Eligible pharmacy purchases include out of pocket co-pays for non-government assisted pharmacy programs.

**Q. Can I give to more than one organization?**

A. Your Kroger Plus Card can be linked to only one organization at a time. However, you may change your nonprofit organization designation Kroger Plus Card on line by going to [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com)