

Christ the King School Kroger Community Rewards Reporting Procedure

To Enroll:

Go to www.krogercommunityrewards.com and click *Create An Account*. You will then be instructed to check your email and verify your email address. After email address verification you can then update your personal information. Then click on the Community Rewards section in your profile page and enter our organization number (**US044**). Click the search button (if you hit enter you will get an error message). The name and address for your organization should come up (in place of the zip code will be the NPO number). Be sure to click inside the circle to the left of the name. Click the Save Changes button and it should put you back into the profile page. Scroll down to Community Rewards and you should see your enrollment.

To Re-Enroll:

Go to www.kroger.com, sign in and choose Account Summary, then Account Settings, then scroll down to Community Rewards and click Edit/Choose your organization number (**US044**) and click search name, address, NPO number comes up. Be sure to click inside the circle to the left, save changes again, you should be put back into the profile page. Scroll to Community Rewards and see name, number, and enrollment date. Please note: Re-enrollees will earn credit for their April purchases BUT new enrollees will NOT begin earning credit until May 1.

It is your responsibility to print your earnings as well as any from your friends and family. Visit www.krogercommunityrewards.com and login to each personal account. The page will display the quarterly earnings which you will need to print out and submit to the school office in order to receive your credits. Make sure the printout includes the date on which you printed the form to ensure we have the correct information and correct quarter. Be sure to include all of the printouts from your family and friends. These should be returned with the form located on the next page. This will ensure that all credits are applied to the correct family account. Earnings will be posted on a quarterly basis, but each quarter's earnings will be replaced with the most recent quarter's earnings. **You must print out your earnings every quarter!** If you do not print off your earnings within the time period given, your earnings will be lost!

In order to find your credits:

- 1) Visit www.krogercommunityrewards.com.
- 2) Click on the **Sign In** button in the upper right hand corner to sign into your account.
- 3) Once you are signed on, click on the **View Your Rewards Details** button.
- 4) Print your **Account Summary** page and turn that into the school office along with the **Kroger Rewards Earnings Statement** on the next page.
- 5) The printout **must** show
 - Your earnings
 - You are registered with Christ the King (organization # **US044**).

Kroger's quarterly cycles are as follows:

- May 1 - July 31: Earnings will post at the end of August.
- August 1 - October 31: Earnings will post at the end of November.
- November 1 - January 31: Earnings will post at the end of February.
- February 1 - April 30: Earnings will post at the end of May.

When will my earnings be applied to my tuition bill?

All earnings through the January 31 time period will be credited toward the following school year. Quarterly reports must be turned into the school office by the last day of the month following the reporting period. In order to be credited to your tuition account for the following year, all reports must be turned into the school office by March 15. Any earnings turned in after the March 15 deadline will be credited toward the subsequent year (the year after next year).

Do I need to enroll each year?

Yes!!! You DO need to re-enroll at the Kroger website EVERY APRIL no matter when you register. *Unless you have registered since April 1 of the current year, you must re-enroll now to have your purchases count toward Christ the King. Our Organization ID is US044.*

How do I know my Kroger Plus Card is registered?

Within 7-10 business days of successfully registering your Kroger Plus Card online, you will see at the bottom of your Kroger receipt, "at your request, Kroger is donating to "Christ the King."

Does everything in my shopping card count towards my tuition?

Households can earn rewards on almost everything, every time they shop! However, there are specific purchases that cannot be included: alcohol, tobacco, government-assisted pharmacy expenses, postage stamps, Kroger gift cards and green dot prepaid cards, gift certificates, bottle deposits, lottery and promotional tickets, fuel, fuel center purchases, office services and sales tax. Eligible pharmacy purchases include out-of-pocket co-pays for non-government-assisted pharmacy programs.

What information will Kroger share with Christ the King?

Kroger no longer shares ANY personal information with the school. Kroger will issue earning checks to the school and it will be up to the individual Kroger cardholders to provide proof of rewards to the school for the application of credit to tuition accounts. Your rewards will show on your personal www.kroger.com profile page each quarter.

How can I view my household's rewards and provide proof of such to Christ the King?

Proof of rewards will be available through Kroger's website on profile pages established and maintained by Kroger cardholders. It will be up to the cardholders to provide the information to Christ the King. The Kroger Reward Earning Statement will be found on our website.

How can my family members and friends help me with earning toward my tuition?

They must register online at www.krogercommunityrewards.com. When enrolling or re-enrolling Kroger Plus Cards in the Kroger Community Rewards Program each household that is registering must have their own email address. If you have friends and family members that want to register their card they must have a working email account and provide the email address during the registration process.

Can I earn rewards for more than one organization/school at a time?

No, your Kroger Plus Card can be linked to only one organization at a time. However, you may choose to give to two organizations by changing your non-profit organization every six months.

For more information, contact Kroger at 1-877-576-7587, Monday-Friday, 9:00 a.m. to 4:00 p.m.