

SCRIP UPDATES

We have changed to a pre-order and pickup process to minimize personal contact during the pandemic. There are no direct sales of scrip cards at the parish office or at weekend Masses until further notice.

HOW DO I PRE-ORDER? There are several options:

1. Online order and payment (preferred method)
2. Mail in paper order – NOTE: NO PAPER ORDERS OR CHECKS WILL BE ACCEPTED AT SCHOOL OR THROUGH THE TUESDAY COMMUNICATION ENVELOPE

Download a scrip form from the parish website <https://stbernardgb.org/give-online/scrip/> or the school website <https://www.saintbernardgb.com/scrip/fundraising-scrip-forms/> or pick up an order form at the back of church and mail your order with check to:

St. Bernard Parish Scrip
2040 Hillside Lane
Green Bay, WI 54302

3. Drop off paper order at the parish office– NOTE: NO PAPER ORDERS OR CHECKS WILL BE ACCEPTED AT SCHOOL OR THROUGH THE TUESDAY COMMUNICATION ENVELOPE

Download a scrip form from the parish website <https://stbernardgb.org/give-online/scrip/> or the school website <https://www.saintbernardgb.com/scrip/fundraising-scrip-forms/> or pick up an order form at the back of church and drop off the form and check at the parish office. Currently the office building is physically closed so please call the office 468-4811 prior to drop off. Your order will not be filled at the time you drop off your form.

WHAT IS THE DEADLINE FOR ORDERS?

Online orders must be entered by 7:00 a.m. Monday morning. Mailed in and dropped off orders must be in the parish office by 11:30 Friday morning. (3:00 Thursday prior to Labor Day)

WHEN WILL MY ORDER BE AVAILABLE FOR PICK UP?

Scrip volunteers will fill Quickscrip orders on Monday mornings. The filled orders will be available for pickup after 11:00 a.m. Monday mornings in the parish office.

Scrip volunteers will fill Special order scrip on Thursday mornings. The special order will be available for pickup after 11:00 a.m. Thursday in the parish office. Student deliveries if available will be made on Thursdays. Please be aware that student deliveries may be suspended depending on safety concerns or changes due to the pandemic.

HOW DO I PICK UP MY ORDER?

1. Pick up your order at the parish office. At this time, the office building is physically closed so please call the office 468-4811 prior to pick up and wear a facemask at time of pickup. Parish pickup hours after Labor Day are: Monday through Thursday 8:00 -12:00 and 1:00- 4:30 and Friday 8:00 to 11:30. Because of the uncertainty of the pandemic and staffing it is best to call ahead to ensure that someone is available to deliver your order.
2. Have your order student delivered on Thursdays. You must have a permission form on file and submit your reusable envelope by the deadline else your order will be designated for parish pickup. See the back for further information.

HOW DO I SET UP AN ONLINE ACCOUNT AND ONLINE PAYMENT?

1. Send an email to scrip@stbernardcong.org and include your name
2. Indicate the email you want to use to order scrip and a username. The username can be the same as your email or any name that will be easy for you to remember
3. Once your email and username are entered into our system you will receive two emails from ShopwithScrip with instructions for setting up your account and password.
4. Once logged in, go to “payment types” on the dashboard to complete your online payment registration.
<https://shop.shopwithscrip.com/Support/shop-earn/online-payment-options>

IMPORTANT REMINDER WHEN ORDERING KWIKTRIP AND SHELL CARDS ONLINE:

When ordering Shell and KwikTrip online please select the Local option unless you wish to reload the card or use the Shell card outside of Wisconsin or the UP.

The local option is printed with LOCAL in the name and no company logo. Local scrip receives a higher rebate – KwikTrip is 5% instead of 4% and Shell is 10% instead of 1.5%.

Shell Local can be used at any Shell station in Wisconsin and the UP. For use outside of WI and UP you should special order the national Shell scrip that offers a 1.5% rebate.

STUDENT DELIVERIES OF SCRIP

PLEASE KEEP FOR FUTURE REFERENCE

Remember that scrip is like cash. Be sure you feel comfortable with your student delivering scrip before choosing this option. For student deliveries, your order will be filled and sent home with your student on Thursdays unless there is a modified school week or no school. **You must have a current student delivery permission on file.**

Setting up student delivery option

1. **Complete a student delivery permission** (forms are available on the school website under Fundraising Scrip Forms <https://www.saintbernardgb.com/scrip/fundraising-scrip-forms/>). Because the parent or guardian is assuming the risk of student delivery **we will be accepting permission forms only from parents or guardians.** The parent/guardian can designate authorized purchasers such as grandparents on the form if those purchasers will want scrip to be delivered with your student. The ultimate responsibility however is that of the student's parent or guardian.

You can email the completed form to me at scrip@stbernardcong.org or mail to St. Bernard Parish SCRIP, 2040 Hillside Lane, Green Bay, WI 54302

2. **A reusable envelope** for sending in and receiving orders will be delivered to you when we have received your permission form. We will designate your account as an approved student delivery purchaser.

Placing orders for student delivery

YOU CONTROL STUDENT DELIVERY. FOLLOW THE INSTRUCTIONS BELOW IF YOU WANT YOUR ORDER STUDENT DELIVERED. IF WE DON'T RECEIVE YOUR REUSABLE ENVELOPE BY THE THURSDAY MORNING DEADLINE YOUR ORDER WILL AUTOMATICALLY BE DESIGNATED FOR PARISH PICKUP.

1. Place and pay for your order. The preferable method is to place your order online and pay with online bank payment or credit card. You may however submit payment with a paper order at the parish office or the weekend Mass sales (when available) **No student delivered orders or payments will be accepted through the school.**
2. Orders must be placed and paid for no later than Monday, 7:00 a.m. in order to be delivered that Thursday. Orders received or paid for after this deadline will be filled and delivered the following Thursday.
3. Print the order if placed online and place the printed order into the reusable envelope we provided you. If you are unable to print an order or used a paper order form send a sheet of paper in the reusable envelope with the following information:
 - a. Name of purchaser
 - b. Order number if known or \$ amount of order
 - c. Date of order
 - d. Contact Email and Phone #
4. Send the reusable envelope and order information to school with your student to be delivered to the parish office or drop off at parish office directly. All envelopes must be at the parish office by **Thursday 9:00 a.m.** If you are sending through the school, send no later than Wednesday morning. If we don't receive your reusable envelope in the parish office by Thursday morning 9:00 a.m. your order will automatically be designated for parish pickup.
5. **If you or your authorized purchaser has not placed an order, please keep the reusable envelope at home until you do.**
6. Once the scrip is delivered to your student the Parish/School is not responsible for any scrip that is lost, stolen or misplaced.

STUDENT DELIVERIES MAY BE SUSPENDED AT ANY TIME AT THE DIRECTION OF ST. BERNARD SCHOOL. IF THAT OCCURS ALL SCRIP ORDERS WILL BE DESIGNATED AS PARISH PICKUP.