

## HOW TO ORDER SCRIP

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 –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 or church collection basket  
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 and drop off the form and check at the parish office or place in the church collection basket. 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. Church collection basket orders must be dropped off by Sunday Mass to be filled on Monday morning. Orders dropped off Monday through Wednesday will be filled on Thursday morning. Orders dropped off after Wednesday will be filled on Mondays.

### 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 and Quickscrip orders on Thursday mornings. These orders will be available for pickup after 11:00 a.m. Thursday in the parish office.

### HOW DO I PICK UP MY ORDER?

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.

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

1. Send an email to [scrip@stbernardcong.org](mailto: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.