

SCRIP PROCESS DURING PANDEMIC

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

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WHAT IS THE DEADLINE FOR ORDERS? WHEN WILL MY ORDER BE AVAILABLE FOR PICK UP?

Order and fill schedule:

Order placed and paid for by:	Will be filled and available for pickup after 11:00 a.m.	Filled orders can be picked up anytime during regular parish office hours
Monday, 7:00 a.m.	Monday	For quickscrip on the order
	Thursday	For special order items on the order
Wednesday, 1:00 p.m.	Thursday	For quickscrip on the order
	The following Thursday	For special order items on the order

HOW DO I PICK UP MY ORDER?

Pick up your order at the parish office during regular parish office hours. Please wear a facemask at time of pickup. Special hours may be available for November and December.

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.