

Saturday SCRIP Distribution

Hours: 8:00 – 12:00 noon
Location: Parish Office entry way

Supplies:

- Locked SCRIP Box – contains family orders and extra SCRIP cards available to sell
 - Family Envelopes – each envelope will contain the original order form, SCRIP cards/certificates and a blank order form (for their next order).
- SCRIP supplies box – contains key for Locked Box, extra order forms, signage and supplies

Instructions

- Please arrive at parish office at 7:45 - Ring bell and Brother Pauli will be there to greet you. He will get the SCRIP boxes for you.
- Place blank forms, list of retailers and “SCRIP cards available today” sign on round table
- A “SCRIP Inventory” sheet of the extra cards will be inside locked box. If any cards are sold, it will need to be recorded on the inventory sheet.
- Sale of Extra Cards:
 - Check or cash must be provided at time of sale
 - Fill out order form with person’s name and total amount – marked “PAID & FILLED” on the order sheet
 - Record the sale on the SCRIP Inventory sheet
 - Insert order and cash/check into green National Trail bank bag.
- 12:00 noon
 - Organizes supplies back into boxes
 - Count the gift cards on hand and verify it balances with ending inventory amount on ‘SCRIP Inventory’ sheet.
 - Lock the SCRIP box containing family orders and extra SCRIP cards.
 - Ring bell – Brother Pauli will come out to get the SCRIP boxes.

Any questions, please feel free to call me at any time:
Angie Hartke

THANK YOU for all your help!