

Procedure for SCRIP Sellers

Volunteer Procedures:

- There will be 2 people assigned at every weekend Mass to sell SCRIP.
- **BEFORE SCRIP is given out**, the parishioner needs to fill out SCRIP Order Form.
- **ALL FORMS MUST HAVE A NAME, DATE, AND PHONE NUMBER.**
- **COMPLETE ORDERS:**
 - Once you have the form, check off SCRIP received.
 - Put a line through the form with your initials and date which means they received all the SCRIP on their order form.
 - Then attach (paper clip) their Check or Cash to the order form AND place it in the COMPLETE Folder.
- **INCOMPLETE ORDERS:**
 - Once you have the form, check off what SCRIP they received.
 - If SCRIP needs to be ordered, **HIGHLIGHT** what needs to be ordered on the form.
 - Then attach (paper clip) their Check or Cash to the order form AND place it in the INCOMPLETE folder.
- **MAKE SURE QUANTITIES AND VALUES ARE IN THE RIGHT BOXES.**
 - Form Total and Money MUST match.
- The **Blessed Trinity Parish Scrip On-Hand Form will be your guideline of SCRIP available, card values, and quantity. DO NOT FILL OUT THE FORM.**
- **If you are unable to sell SCRIP**, please contact someone else on the SCRIP schedule.
 - If there is no one at the SCRIP table after Mass and you are available to sell SCRIP, please do so. Thank you.
- If you have any questions or comments, please call Sandy Jordan (Parish Secretary) (Monday-Friday, 8-11:30 AM and 12 Noon-3:30 PM) at 467-4616, Ext. 301.