

June 11, 2015

Dear Parent,

Here are some basic instructions on how to sell Scrip-Loaves & Fishes certificates.

1. Please arrive at least 20 minutes before your assigned Mass begins. Retrieve the pouch of order forms & certificates from your parishes designated area (please contact your parish secretary to find out where this is).
2. Set-up your table at the main entrance of the church. AND, SIGN IN ON THE SCHEDULE!!!
3. When Mass begins, please bring the pouch with you placing it in a safe place near your chair.
4. **Filling Orders:**
 - a. On Hand Orders (half sheet order form)
 - i. For on hand orders please use the smaller order form at the front of the pouch. ***You should fill out the order form, not the customer.*** This is to minimize simple math errors.
 - ii. Once the order form is filled out and the customer has paid you the appropriate amount, pull the appropriate certificates from the pouch and give them to the customer; double check that you gave them the right denomination as well as vendor. *If you do not have the certificate that the customer requested, ask them if you can make a substitution in the same denomination and adjust the order form; if they are unwilling to accept a substitute ask them to rewrite their check for the adjusted amount (or give them their cash back for the certificate you do not have if they are paying with cash).*
 - iii. Finally place the order form and money in the appropriate envelope marked “On Hand Purchases.”
 - b. Extended List Orders (full sheet order form)
 - i. For orders from the extended list (to be picked up later) please use the larger order form at the front of the pouch. ***You should fill out the order form, not the customer.*** This is to minimize simple math errors.

If the customer has already filled out the form, please double check that all the necessary information is filled out: Name, How the order will be delivered, check #, parish, quantity, and totals. Please also double check their math—the quantity requested is equal to the total and the total is equal to the payment.

If they would like their order mailed to them, please make sure to add the \$1 postage fee to order total.

All orders must be paid in advance. DO NOT TAKE AN ORDER WITHOUT PAYMENT!
 - ii. Place the order form with the payment in the envelope marked “Extended List Purchases” in the back of the box.
5. Checks should be made payable to “Scrip-Loaves & Fishes.”
6. After communion, quietly make your way to the main entrance of the church so you can continue sales after Mass as parishioners leave.
7. You are expected to sell the certificates for 20 minutes before Mass and 20 minutes after Mass.
8. Please return the pouch to the designated area.

If you have any questions, please call me at St. Mary of Grace, 333-6161. Thank you for your assistance in the program! We appreciate your time in helping our school and children succeed.

Sincerely,
Sarah J. Blood
Program Coordinator