



## TIPS FOR TEACHERS



*Being a Box Top Volunteer is sometimes the only way a family member can help out, so we are trying to make this as easy as possible for all involved. Hopefully this will help clarify exactly what help we need from our Teachers this year so we can have a successful year!*

### **STEP 1: COLLECT FROM THE CLASS: Box Tops, Tyson Labels & Coke Rewards.**

1. Collect all bags of Box Tops, Tyson's labels & Coke Rewards codes and place them in the **PURPLE** plastic Box Top envelope for your class.

### **STEP 2: SEND HOME THE ENVELOPE TO YOUR VOLUNTEER TO BE COUNTED.**

2. Once you have collected a good number of Box Tops, etc. send everything home in the PURPLE envelope in the student's backpack for your Box Top Volunteer. **You do not need to wait until the end of the contest to send it home.** Any loose Box Tops from teacher supplies such as Ziploc baggies or Kleenex boxes can also be sent home to the Box Top volunteer and will count towards the class contest. *Your Box Top Volunteer is listed on the back of this sheet. Please do not send the envelope home with any other volunteer, because they have not been trained this year, and it makes it VERY confusing for everyone. If you have TWO volunteers listed, send things home to Volunteer #1 for the first contest, ending Oct. 20, and with Volunteer #2 for the second contest, ending February 15. After that, please check to see which volunteer wants to finish out the year.*

**Redners Receipts:** Any Redners receipts can be placed directly in the Box Top bin under the teachers' mailboxes in the office.

### **STEP 3: COMPLETED ENVELOPES COME BACK TO SCHOOL.**

Box Top volunteers should be sending their completed **Box Top Reports** in their PURPLE envelope, along with any Box Tops & Tysons Labels BACK to school with their child. PLEASE PLACE THIS ENVELOPE IN THE BIN in the office ASAP. It will be returned to you within 2 days to collect again.

***REPEAT the above process as often as necessary.***

*When the DEADLINE for a contest approaches, please send home the envelope ON THE DEADLINE DAY, and it should come back from the volunteer and be placed in the bin no later than the WEDNESDAY following the Box Top Deadline.*

***Contest Deadlines this year are: October 20 & February 17***

**Please do NOT place the envelope or Box Tops, Tyson Labels, etc. directly into the bin in the office unless they have been checked/counted by your Box Top Mom first and they are with a report in the purple envelope. It makes the process more difficult, and the classes cannot receive credit for the Box Tops unless they are recorded on the Report by the volunteer for your class.**

Any questions or concerns, please contact the Bring-In/Give-Back committee chair:  
Tammy Webber: [twebber@harford.edu](mailto:twebber@harford.edu)

Thank you for your help with this very important PTA fundraiser!