

PMES PTA – Bring-In Committee
GUIDELINES FOR SUBMISSION



BOX TOPS

1. Neatly cut out/trim the box tops.
2. Clearly complete the "Box Top Report" with teacher's name, grade, student's full name and number of box tops submitted.
3. If submitting loose box tops, place them in a snack size baggie in groups of 50. You can write "50" on the baggies with 50 in them. If you have less than 50 in a bag put them in a snack bag with a piece of paper saying the amount. DO NOT WRITE ANYTHING OTHER THAN 50 ON THE BAGGIES!
4. If submitting on box top sheets. Count the number of box tops on the sheet and staple sheets together in groups of 50. If not have 50 send in the sheets unstapled and we will add them to others.
5. Bonus box tops in any amount should be added by point amount and put on the Box Top Report. These can be sent in to us in one baggie regardless of denomination.

LABELS FOR EDUCATION

1. Neatly cut out/trim label. Labels must have point amount, if specified, and at least 50% of the bar code.
2. Clearly write the amount by student name on your class Box Top Report by point amount, either 1, 5 or bonus.
3. Place labels in a baggie separated by the points. One bag for one point, one bag for five point and another for bonus points. V8 and V8 Splash along with the lids from spaghetti sauce will be accepted and are worth one point.

TYSON PROJECT A+

1. Neatly cut out/trim the Project A+ Labels.
2. Place count on Box Top Report by student name.

Put Box Top Report and baggies in a large gallon bag or envelope and put it in the box top bin under the teacher's mailboxes.

REDNER RECEIPTS

Redner's receipts are not included in the Box Top Report and should be handed in separately. Place them in the bin marked Redner's under the teacher's mailboxes. Redner's receipts must also say "Save-A-Tape" on them.