

## Box Tops - Important Information!

The deadline to submit Box Tops is **Friday, October 4th, 2019 at 9pm.**

We have already made the deadline as late as possible in order for us to complete the additional preparation we must do to mail them in to Box Tops. Please plan ahead to get them in on time. No extensions can be given. If you can't make the deadline, just hold onto them until the next collection date.

**PLEASE READ CAREFULLY!!** Because we have so many Box Tops submitted and changing hands with counters, we now have to be strict about people following guidelines in order to keep all of your Box Tops safe. Your Box Tops will NOT be included in the final submission if they are not prepared according to the guidelines below. If time permits, you will be given the opportunity to take your Box Tops back, fix them according to guidelines, and return them before the **deadline of Friday, October 4th at 9pm.**

**\*\*\*\*\* There are now how to videos to help you prepare your Box Tops \*\*\*\*\***

<https://www.youtube.com/channel/UC7gVkMSxvJHCcNQ1Sf4RtKg>

### Guidelines for Preparing Box Tops:

1. Cut off as much excess as possible and peel backs off so Box Top is the thickness of a piece of copy paper. Excess paper (around Box Top or on backing) will result in additional shipping being charged.
2. Double check expiration date. Box Tops expire November 1, 2019 for the Fall 2019 submission. Anything earlier than that date will not be counted.
3. Put 50 Box Tops in each ZIPloc baggie. (NO staples, NO paper clips, NO fold over baggies)
4. You may have one ZIPloc baggie with less than 50 Box Tops. For example, if you have 303 Box Tops, you will have 6 bags with "#50" and 1 bag with "#3".
5. Write "#50" (or however many are in the bag), your name, and phone number on EACH ZIPloc baggie.
6. Put Bonus Box Tops in a SEPARATE ZIPloc bag, write your name & phone number as well as the word "Bonus" on that ZIPloc bag. You will count the number of Bonus Box Tops the Bonus coupon says it is worth not the number of coupons and write that number on the bag. For example, I have 8 Bonus Box Tops worth 7 points and 1 worth 3 points so the number on my bag will be 59.  
*\*Note: Bonus Box Tops no longer need to be grouped into 50's. DO NOT mix regular & Bonus Box Tops.*
7. Put all ZIPloc baggies into 1 larger (quart or gallon size) ZIPloc baggie. (NOT an envelope, NOT a fold over baggie; NO staples, NO paper clips)
8. Write "#xxx" (the grand total of Box Tops that are in all the individual baggies), your name, and phone number on the larger ZIPloc baggie. – **\*\*Please include total number of digital Box Tops (if applicable – see steps 10-12 below) in the grand total on your largest bag.**
9. Place a self-addressed stamped envelope (SASE) in the larger ZIPloc baggie along with your Box Tops in order to mail the check to you. If an SASE is not included, one will be provided. The cost will be deducted from your earnings.

**\*\*NEW THIS YEAR\*\*** – Box Tops is going digital! In addition to Clip and Earn Box Tops, you can submit your receipts with qualifying Box Tops products on the new Box Tops App. Eventually, Box Tops will be moving to an all digital program, but in the meantime you can “double dip” on your Box Tops by submitting both clipped and digital Box Tops!

10. If you have online Box Tops you have earned through the Box Tops for Education App please include a copy of personal account summary with your name and phone number at the top. Make sure the paper has your total number of Box Tops earned. If you do not, we will not know whom to credit it to.

11. Box Tops App steps --- a. Download the new Box Tops app and log in or create an account on your device. b. Select your school. (You have to use 29072 to find SHIELD.) c. Buy any Box Tops eligible products and upload a picture of your receipt as proof of purchase. d. Log in to the Box Tops website to see your earnings, click the green my school earnings tab and then go to my activity tab in middle of the page, print this page, and send it in with your Box Tops. Make sure your name and phone number is written at the top. This is the only way we can give you credit. *Disclaimer: \*\*\*We can't provide tech assistance for this app. If you have difficulties with this app, you will need to contact Box Tops.*

12. When you get Box Tops vouchers/coupons at stores, Box Tops requires that you go to the website that is listed on your "voucher/coupon" & register them online. You'll then need to send us a copy of the submission with your name and phone number at the top. Make sure the paper has your total number of Box Tops listed. If you do not, we will not know whom to credit it to. Do not send us the voucher or any original documentation. Keep any vouchers and all original documentation for your records.

13. Put the larger ZIPloc baggie in an envelope to mail. You may hand deliver the larger ZIPloc baggie by itself or in an envelope. If you mail them, make sure they will arrive in Thursday's mail.

**\*\*Please contact the coordinators for drop off locations.\*\***

*Box Tops does not have any record of who any of the rewards belong to. This is true for the store rewards or any online games, etc. This is why documentation is essential to make sure all monies are credited to the correct person. We are not in a position to track monies for an extended period of time. For this reason, any unclaimed Box Tops money will be kept in a fund for 1 year from the date we submit our request. If monies remain unclaimed after one year, they will be divided among the Box Top recipients of that reward period. For example, unclaimed monies received with the Fall 2019 deadline will be shared by those who submit box tops with the Fall 2020 deadline.*

*Unfortunately, submissions that do not follow the guidelines cannot be processed for payment. Families are notified using their emails and/or the phone number included with their Box Tops submission. Any Box Tops that are not claimed before the next session will be forfeited. Forfeited Box Tops will be processed by the Box Tops team and shared by all who submit Box Tops in that session. For example, Box Tops forfeited from the Fall 2019 session will be distributed among those who submit Box Tops according to guidelines for the Fall 2020 session.*

*Thousands of Box Tops pass through SHIELD volunteers' hands every year. The Box Tops coordinators have made every effort to provide clear instructions for participants in an effort to safeguard SHIELD members' Box Tops, ensure the Box Tops are accurately credited, and be good stewards of our volunteers' time. Please take the time to read or watch these detailed guidelines.*

If you have any questions, please contact the coordinators.

Thanks,

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