

Box Tops - Important Information!

The deadline to submit clipped Box Tops is **Friday, October 2nd, 2020 at 9pm.**

****NOTE** As Box Tops is moving to an fully program, this fall will be the last submission period for traditional clipped Box Tops. This spring, SHIELD will be operating under the digital program only.****

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.

PLEASE READ CAREFULLY!! Because we have 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 2nd, 2020 at 9pm.**

******* There are now how to videos to help you prepare your clipped 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, 2020 for the fall 2020 submission. Anything earlier than that date (10/31/2020 or before) 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.

****INFORMATION TO NOTE**** – Box Tops is going fully digital! This fall will be the LAST submission period for Clip and Earn Box Tops. From now on, you can submit your receipts with qualifying Box Tops products on the Box Tops App. This fall (2020) you will be able to submit BOTH clipped and digital Box Tops. This spring (2021), we will be accepting ONLY digital.

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 of any earnings from March 2020-October 2020 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 the Box Tops earnings to.

****NEW RULE for digital Box Tops**Effective November 1, 2020**** When you scan a receipt in the app, click the “Give Credit” option before submitting the receipt. Put your first initial and family last name in this field. This will streamline the process moving forward as we will be able to see the money you earned directly through the Box Tops app and credit you accordingly.

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. *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. 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 digital rewards belong to unless you use the “Give Credit” button for scanned receipts. This is why documentation is essential to make sure all monies are credited to the correct person. Moving forward, using the “Give Credit” button will help monies to be correctly credited without the need of this documentation from you.

We are not in a position to track monies earned from digital Box Tops for an extended period of time. For this reason, any unclaimed digital Box Tops money will be divided among the Box Top recipients of that reward period or donated to SHIELD.

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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