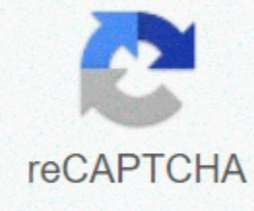




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Boxtops for education submission form

We want to make sure that you submit with confidence, which is why we have a lot of good information in the Get Started section on bfe.com. From step-by-step directions to a useful 2-minute guidance video and the required submission form that needs to accompany your package, you'll find everything you need for a successful submission. Just make sure you're logged in with your coordinator credentials to view this important information. Keep in mind that all receipt scanning revenue is automatically identified and credited to your school's online account. No action is required from you to receive the receipt scan during the December and April check runs.

- Sort box tops into three piles and bundle each PileRegulate clip Box Tops should be wrapped in groups of 50, using rubber bands, envelopes or baggies. Mark each bundle with 50 on the outside. Completed collection sheets should be stapled together to a total of 50 Box Tops. Some sheets have only 10 or 25 slots, so you may need to staple multiple sheets together to reach 50. Bonus Box Tops certificates should be packed together. TipHusk, Box Tops clips don't have to be perfectly trimmed! Remove any new labels, and Box Tops clips or bonus certificates that have expired. Make sure that no Box Tops certificates are associated with assembly sheets. If you have any Bonus BoxTops™ codes, do not send them with your submission. These 14-digit codes must be redeemed online in order for the school to receive credit. All these packages can be submitted in one package!
- Fill out the online submission formYou must use the current submission form (go to Send Book Stopper and click Go to Submission Form Pink Box). This tells us how many Box Tops you submit to your school (remember that you don't need to count receipt scanning revenue) and can be completed in three simple steps: Enter the number of Box Tops and Bonus Box Tops that you submit. The form automatically calculates the dollar amount for you. NOTE: All fields are required. If you don't have a bonus book stopper to submit, type 0 in the Bonus Book Stopper field (otherwise your submission form may not be downloaded to print). Check the amounts you have entered. If your submission requires more than one package, you'll need to print a unique submission for each one that clearly shows what's in that package. Print the submission form. Packages without submission forms cannot be processed. If the submission form isn't downloading, try these steps: Completely log out of your BTFE.com account using the Log Out button up of the search box. Clear your browsing history - if you are not familiar with this step, search how do I remove my browsing history in the search engine for instructions. Sign in again BTFE.com. Be that you have not enabled autofill. Usernames, passwords, and quantities must be entered by hand. If you are still problems, you can restart your computer and try another browser like FireFox, Chrome, or IE 10. If you are using a mobile device try a desktop computer. If you're still having problems, call us at 888-799-2444 so we can help. You cannot currently reprint a submission form. Create a new submission form to print and save it to your device in case you need to reprint it.
- Prepare and send the packageStaple your package of Bonus Box Tops certificates to your submission form. Then put everything into the package in this order: Box Tops clips on the bottomCollection sheet nextSubmission form and bonus certificates topRemal, each shipment must have one unique submission form showing the number of Box Tops that are in the relevant package. Do not send multiple envelopes in one shipment box (it would allow 2 or more submissions in one flat rate box).
- TipYou can submit packages at any time throughout the year; they only need to be postmarked on or before the deadline to be included in the next group of school checks. Select the check box for the email operator you choose to use. If your package is received after 6pm, some carriers will mark your package as the next day. We strongly recommend that you save your receipt and track your shipment. Related articles Use the Box Tops app to scan your store receipt, find participating products, and instantly add money to your school's online earnings. From play equipment to technology to library books, your school can use this money to help teachers and students get the supplies they need. CONVENIENT Redeem anywhere, anytime within 14 days of purchase EASY TO USE Automatically find Box Tops products on your receipt REAL TIME School earnings are updated online with every scan EXTRA CASH Access special bonus offer on top of your box Tops earnings \$934,906604 Total school income with Box Tops since 1996... and counts If you discover a traditional Box Tops clip on a product, you can still cut it and send it to school. Each valid Box Tops clip is still worth 10¢ for your school. Make sure that each one you turn on has a clearly visible product card card and expiration date. * All valid Box Tops clips submitted in accordance with the programme rules of a qualified, registered school(s) will be honored. If you see this label on a product, you can use the Box Tops app to scan your receipt. The app will find participating products purchased in any store and instantly add money to your school's online revenue. Please note that some Box Tops products are not labeled; check our product list for a complete list of participating products. Is Box Tops clip going away? Finally, yes, the physical clips go away, and the Box Tops program just becomes digital. During the summer you will see participating brands begin to change the packaging from a physical Box Tops clip to the new Box Tops Tops you looked at Blueberry Cheerios. With thousands of products and hundreds of brands, this will take some time, but it will be the final direction of the program. We will continue to honor all physical clips until they reach the expiration dates, so we expect coordinators to submit valid clips. How does the new program work? At its core, the Box Tops for Education program structure and purpose remain the same — to help schools get what they need. The main difference is how schools will earn - instead of cutting, checking expiration dates, bundling and submitting, all Box Tops will be earned digitally via receipt scanning. You'll now download the new, improved, easy-to-use Box Tops app, register and select a school, and then scan an eligible receipt that includes Box Tops products. You will continue to earn 10 cents for each Box Tops product purchased plus additional earnings for any bonus bookstopper opportunities. The app automatically adds Box Tops to your school's online earnings, giving users access to see how you support your school in real time. Why are you making this change? When the program began over 22 years ago, submitting clips was really the only way to run the program. Over the years, technology has advanced at incredible prices that open up all sorts of new possibilities. We make this change for many reasons, but primarily to modernize the program for the next generation of participants. Smartphone use has reached a tipping point, and people want to have instant gratification, and see how their contribution affects school. With this new technology, we can connect an entire school community seamlessly to serve their school. In addition, we know that it can be difficult for schools to serve without strong coordinator support. With digital receipt scanning, anyone can serve for any school they choose. On the up-and-coming side, we know that managing expiration dates on packaging can be a huge challenge for our brands, and a frustrating experience for coordinators when things don't work quite as planned. Finally, we know that checking expiration dates, counting and bundling clips isn't good – and that it's not good for the planet to send out millions of clips across the country. By eliminating postage, transport and cutting shipping, we reduce the cost of coordinators, as well as help reduce our carbon footprint. What is my role as Box Tops Coordinator? Your role as Box Tops Coordinator is incredibly important to us: to help your school earn as much as possible! Over the past 23 years, we have learned that when a school has a committed coordinator, earnings go up significantly. Your role will remain the same in your encouragement to participation and help be the go-to resource for program support and issues. You are also to the Box Tops team, and as we build the app, we hope you'll be the first to share feedback and comments to make the app work harder for kids. What you don't have to do forever is count, pack and send clips, which we all know is a time-consuming and tedious process. We hope that by eliminating the repetitive task of checking, counting and sending clips, you can now focus energy on getting the broader community engaged. In the short term, you will continue to submit all valid Box Tops collected by your school, while educating families about the new mobile app and expanded opportunities to earn. How long can I continue to send in Box Tops clips? We will honor all the clip Box Tops until they expire. If you find and receive valid Box Tops, we encourage you to send them via the online submission form! When will package changes happen? Most packaging with the new Box Tops branding (physical clip removal) will be available on store shelves in June 2019. We expect that our most popular items will have the new branding on the package by August. The remaining participating products will move to the new Box Tops branding by the end of the 2019 calendar year. What about the products on the shelf in stores that have clippable Box Tops as the program transitions? don't worry! We will continue to accept the clip Box Tops until they expire. Even better: Supporters can double dip during the packaging transition by cutting the physical Box Tops AND scanning the receipt with the participating items. Please note that some brands do not allow double dip and will return a message in the app that the brand is a mere clip brand and encourage users to submit the physical Box Tops to their participating school. Our family often acts online; how will it work? Good news! If you shop for groceries online, you can now submit your email receipts from select retailers to earn Box Tops to your school. To ensure that your earnings are credited correctly: 1. Make sure you have a Box Tops for Education account (you can create one through the Box Tops app or website) 2. Forward your email receipt to receipts@boxtops4education.com using the same email address associated with your BTFE account on March 3, 2015. Box Tops will be credited within 10 working days – see your earnings detail in the MY EARNINGS section of the app or website The following email receipts are currently eligible (as of July 17, 2019): Instacart Jet.com SamsClub.com Shipt Target.com Target Pick-Up/Drive-Up Walmart Grocery Walmart.com For purchases from online stores not mentioned above, please follow the process below. 1. Take a screenshot (or more) of the entire receipt from your online purchase, including reseller name, all items, transaction total and date of purchase 2. Open Bookstopper Contact us 3. In the Comment field, please Your email address Your name The school name How many Box Tops earned with the purchases from that receipt 4. At the bottom of the form, use the Upload Image Files feature to add the screen(s) to the receipt. We will process your receipt from your online purchase and allocate cash earned within 2 weeks. What if my supporters don't want to download a mobile app? We work with our technology partner to make the Box Tops for Education app very user-friendly and intuitive. Just like you, we want this transition to be as simple as possible. I know box tops supporters like to know how much they've contributed to their school and how much the school has earned to date. Will there be a way to track real-time individual and school earnings with the digital program? Absolutely! In the Box Tops mobile app and on the Box Tops website, users can see the details of both their personal income and the total earned by all school supporters. We feel that this transparency will be even more motivating and provide additional visibility to retailer Bonus Box Tops programs. Do we expect redemptions to remain the same or fall off? Introducing new technology will take some time – we expect to see lower redemption rates for the digital program. But when people see how easily this app makes redeeming box tops, we're sure they'll like it and hope to see redemptions increase! Does this change affect when schools get money? No, the twice-a-year issue of checks will still take place in December and April and is not affected by this change. Schools will continue to receive their checks in December and April. April.

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