



Clipping & Counting Instructions

Let's Get the Clipping Started!

A designated team member will collect all the bags from the teachers on a Thursday or Friday morning every two weeks during a classroom contest. That person will go through each bag very quickly; pulling bonus certificates, initially fill out a counting form with those certificate values, place a bag label clearly visible including the clipper's name & teacher they are working with, and finally deliver them to the Box Tops/ Campbell's box located in the K/KP extended care room. When the bags are put in the K/KP extended care room, an email will be sent out to let the clippers know that they are there. For those that may not know, the K/KP extended care room is the first room on the right located in 3 story building and the Box Tops/Campbell's labels box is clear with a red lid under the first table on the right. Bonus certificates usually have expiration dates that we need to be mindful of.

First Up are the Clippers

1. After receiving an email that the bag is ready to be picked up, head over to the K/KP extended care room to pick up the bag with your name on it.
2. As a clipper, you need to trim the soup labels, Box Tops, and UPCs to the specifications listed in the flyer that was emailed to you. While trimming, make sure to be looking whether or not the labels qualify for the program. You do not have to trim exactly on the lines, but the more that is off, the better. Whole cereal box flaps have been known to be turned in! Throw away Betty Crocker certificates, non qualifying product labels and expired Box Tops. Clippers don't need to count, sort, or bundle, as this is what the counters will do.
3. When the clipper is done clipping and checking, fill out the bag sign (like the one that had your name on it) and place it in the zip lock bag so it is easily visible. Return the bag to the extended care room so your partner can pick it up and communicate with your counter to let them know when you are dropping this off. Everyone's email is located on the team list that will be emailed to you.

Next... The Counters

4. The counter will pick up the bag in the extended care room and get started.
5. For the counter, there will be a tally sheet included in the bag to fill out as the labels/ Box Tops are counted. Everything gets bundled in groups of 50 according to the instructions below using rubber bands or zip locks that will be provided.

Boxtops

All Box Tops coupons must be bundled into groups of 50 using rubber bands or zip lock bags. Box Tops WILL NOT accept expired Box Tops coupons, Betty Crocker® points, or labels or coupons from other school fundraising programs

Campbell's

Labels: Rubber band or bag bundles of 50

Other Proofs of Purchase (lids, UPCs, etc.): Bundle other proofs of purchase separately from labels. Bonus or specially marked labels should be bundled separately. Please keep these proofs, bonus labels and bonus certificates separate from labels and bundle them in groups of 50 or smaller marked amounts to be combined with the school.

5. Return one large empty Ziplock with your classroom teacher's name to the box in the K/KP extended care room. The person collecting the bags from the teachers will redistribute the empty ones.
6. The counters will hold onto everything until Leesa Kurtz lets you know that we are shipping everything out. February will most likely be the first collection date as this is the cut off for the Box Tops for Education 2005-2006 year.

The Advanced Team

7. This group works on putting all the classes together and does a final tally before shipping. Our point values that are used during the contests vary slightly from what the actual value is. Different categories are weighted differently depending on the value to the programs. After all this is done, the submissions are ready to be shipped.

Additional Notes

The bags should rotate on an every two week rotation so that everything doesn't pile up and you guys are swamped when it come time turn in counts. About the middle of the longer contests, we will do a update for the classes to let them know where everyone stands with half way to go if they are trying to win the different categories.

Upcoming Contests

There will be a contest period of October/November with winners in 4 different collection categories. We are going to play Box Tops BINGO! January will have another short contest like the one in September for only two weeks winning a special treat for the winning classroom's teacher. This contest is to get the final Box Tops before the deadline so RCS can have a check by the end of the school year. The next check will come in around the end of 2006. March & April will find us with our last contest similar to the one in October/November. Everything remaining will be shipped off in late June.

If you have any questions, feel free to contact Leesa Kurtz at leesa.kurtz@comcast.net.

