



## Here are tips and guidelines to help regarding Box Tops

Box Tops Collection Dates for 2019-2020:

- **September 25<sup>th</sup>**
- **November 27<sup>th</sup>**
- **February 12<sup>th</sup>**
- **April 29<sup>th</sup>**

The first collection date is **Wednesday Sep 25<sup>th</sup>**. Box Tops baggies with the collection dates (**Sept 25<sup>th</sup>, Nov 27<sup>th</sup>, February 12<sup>th</sup>, and April 29<sup>th</sup>**) were already sent home to all students last month.

I will be sending a **reminder email** to the room parents about the upcoming collection dates. Reminder Box Tops flyer will be send home few days before each collection dates.

**The Box Tops counting helper is reasonable to count the entire class Box Tops and to group/bag it in 50, keep a list of students who submitted Box Tops, and then put all baggies/envelopes into one big envelope with teacher's name and deposit the envelope in the PTO Box, the Box Tops box in the lobby or on the counter in front of my box in the Workroom. Uncounted Box Tops received after **Friday Sep. 27<sup>th</sup>, Nov.29<sup>th</sup>, Feb.14<sup>th</sup> and April 1<sup>st</sup>** will be set aside until the next collection date. (The students with the most Box Tops will receive a prize as well as the class with the highest collection number will receive a prize.)**

### **Box Tops here are the guidelines:**

- a) Keep a **list of all students who submitted box tops** and the number of tops for those students.
- b) Bag all Box Tops into **groups of 50**. Baggies to be labeled on the front with 50.
- c) Please check **expiration date** on Box Tops
- d) I made copies of what I use to easily count and bag Box Tops (***copies will be in my PTO Box in the workroom, you are welcome to grab one –if you aren't able to pick***)

*it up I'm willing to send it home with your child, just let me know please*). It is a plain manila file folder with 50 boxes drawn on it. Place a box top in each box then fold up the folder and funnel into a labeled baggie.

e) Submit your list and repackaged baggies in one vessel/envelope to my box in the workroom by **the date that I will be setting for you**.

f) Bonus Box Tops are counted the same as regular Box Tops but need to package in their own baggie (and not included in the "50" referenced above).

**Packaging/mailing: Need help!**

After all the classes have submitted the Box Tops in groups of 50, we still have to count and group all of the rest of the Box Tops.

As the collection deadline approaches I will send you an email. If you are available to help me count and prepare the Box Tops for mailing that would be great!

**This year lets collect the most Box Tops ever!**

If you ever have any questions, feel free to contact me by email or phone **602-432-3938**

**Thanks for all your hard work and support!**

**Natalie Castaneda  
Box Tops Coordinator**