



## Box Tops 2018 - 2019

### Collection / Logistics

- Donations to teacher/front office or parish collection box
  - + In Ziploc baggie w/ students first and last name & teachers name
- Will pick-up donations twice a month
  - + Front office can request another pick-up if excess donations
- Will sort, trim, count box tops
  - + Requests for additional support (if excess donations) to be made through PTA
  - + We will track box top counts for classrooms, students, and classes via excel spread sheet maintained on google drive
- Mail Goals
  - + Have all box tops which meet standards (trimmed/date) post marked prior to future expiration
  - + Have current collection posted marked by 1 Nov
  - + Have campaign box tops post marked by 1 Mar
- Both Kristy Dye and Megan Koehler Box Top Coordinator via website

### Campaign 2018-2019 (1 November - 1 March)

- Goal - **\*\$1,000\***
- All campaign box tops must be post marked by March 1<sup>st</sup>
  - + Our collection will END 22<sup>nd</sup> February → Allows time for sorting, trimming, packaging, & mailing
- Publicity will begin in November
  - + Fliers with campaign details
  - + Fliers over Thanksgiving & Christmas with product reminders
  - + Utilize FaceBook, The Irish Weekly, & class folders for info distribution
- Incentives
  - + Classroom with most box tops - Kent's Choice
  - + Children who donate at least #25 box tops earn NUT Pass (this requires families with 2 children to donation #50, 3 children #75, etc.)
  - + Families who donation at least #75 box tops earn 1 service hour
  - + Collection (class, child, family) totals managed on tracking spreadsheet