# **Merchant Rebates Classroom Volunteer Info**

Spicewood redeems Box Tops for Education, Tyson A+ Labels, Community Coffee UPCs, and Coca-Cola cap and labels. Each benefits our school in cash or points for merchandise.

There are three annual contests among the classes. The contests are a fun and rewarding way to encourage families to collect Labels in hopes of submitting the most and winning a class prize.

## What to do as a Merchant Rebates Volunteer

1	Collect Labels	Collect labels from your class. You are the class liaison. Collect labels from your class weekly, biweekly or whatever works for you.
2	Organize and Trim	Get the labels ready to redeem.  Separate Labels into 4 categories: Box Tops, Tyson, Community Coffee and Coca-Cola.  Trim excess paper from UPCs/Labels to save on postage.  Additional information on handling each label category is below.
3	Count and Bag	Count labels, bag them up and label your bags. Place the different label types into separate baggies and then all baggies into one larger bag with your teacher's name on the outside.  Include a Collection Sheet for the Labels.
4	Turn Them In	Turn everything by the three identified submission dates.  Turn in a completed Collection Sheet along with your bagged items.  Place everything in a large baggie with the Collection Sheet visible.  TIP: Save and re-use baggies!

## **Box Tops**

- Toss out expired coupons.
- Package groups of 50 into small baggies.
- Use a Sharpie to mark bag "C-50".
- Put bonus Box Tops in separate baggie and mark total as
   Bonus Box Tops = X.
- Write bag totals on Collection Sheet.
- e-BoxTops can be counted with regular Box Tops. http://www.boxtops4education.com/participating-products



## Tyson

- Place into zip-top baggie.
- Write total on outside, such as "10 Tyson = 10 points" http://projectaplus.tyson.com



### Coca-Cola Give

- Separate Coke cap codes from the cardboard codes from 12 packs/20 packs.
- Put cap codes into one baggie and write total on such as "1-pt x 25 Caps = 25pts"
- Put cardboard codes into one baggie and write total on such as "2-pts x 10 Labels = 20pts"
- Write bag totals on Collection Sheet. https://us.coca-cola.com/give/

#### **Community Coffee UPCs**

- Place Community Cash for Schools® Proof of Purchase labels into zip-top baggie.
- Write total on bag, such as "12 Community Coffee = 12 Pts"



