**Box Tops for K-12 Schools**

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# Phase 1: Getting Started

## Program Registration

☐ Visit BoxTops4Education.com to create a school account

☐ Verify your school is enrolled in the program

☐ Designate a Box Tops Coordinator for your school

☐ Set up coordinator login credentials

☐ Review program rules and guidelines

☐ Download the Box Tops mobile app

## Initial Planning

☐ Form a Box Tops committee or recruit parent volunteers

☐ Set collection goals for the school year

☐ Determine how funds will be used (communicate this to parents)

☐ Create a timeline for collection campaigns

☐ Identify storage space for physical Box Tops (if still collecting)

# Phase 2: Communication Setup

## Materials Preparation

☐ Create informational flyers about the program

☐ Design collection box labels

☐ Prepare sign-up sheets for volunteers

☐ Draft initial parent communication letter

☐ Create social media graphics (if applicable)

## Communication Channels

☐ Add Box Tops information to school newsletter

☐ Update school website with Box Tops information

☐ Set up email distribution list for updates

☐ Plan announcement for school assembly or PA system

☐ Create bulletin board display

# Phase 3: Collection System Implementation

## Digital Collection Setup

☐ Promote Box Tops mobile app to families

☐ Create instructions for scanning receipts

☐ Set up classroom or grade-level competitions

☐ Establish receipt scanning volunteers (if needed)

☐ Create tracking system for digital submissions

## Physical Collection (if applicable)

☐ Place collection boxes in strategic locations

☐ Set up classroom collection containers

☐ Create collection schedule

☐ Assign volunteers for sorting and counting

☐ Establish submission deadlines

# Phase 4: Launch Activities

## Kickoff Event

☐ Schedule launch date

☐ Plan kickoff assembly or event

☐ Prepare demonstration of app usage

☐ Distribute initial communication materials

☐ Launch any competition or incentive programs

## Family Engagement

☐ Host Box Tops information session for parents

☐ Create take-home packets with instructions

☐ Set up information table at school events

☐ Recruit room parents as Box Tops champions

☐ Share list of participating products/brands

# Phase 5: Ongoing Management

## Regular Tasks

☐ Send monthly reminder communications

☐ Update collection totals on displays

☐ Submit physical Box Tops before expiration

☐ Monitor digital submission progress

☐ Recognize top contributors

**Volunteer Coordination**

☐ Schedule regular volunteer sessions

☐ Train new volunteers on procedures

☐ Maintain volunteer contact list

☐ Send volunteer appreciation notes

☐ Coordinate volunteer schedule

# Phase 6: Tracking and Reporting

## Progress Monitoring

☐ Track earnings by classroom/grade

☐ Monitor progress toward goals

☐ Create visual progress displays

☐ Share updates at PTA/PTO meetings

☐ Report earnings to school administration

## Financial Management

☐ Set up tracking for payments received

☐ Coordinate with school financial office

☐ Document how funds are allocated

☐ Maintain records for reporting

☐ Share impact stories with families

# Phase 7: Motivation and Recognition

## Incentive Programs

☐ Design classroom competitions

☐ Create individual recognition system

☐ Plan celebration for reaching goals

☐ Implement monthly challenges

☐ Establish prizes or rewards

## Communication of Success

☐ Share success stories in newsletters

☐ Post updates on social media

☐ Create thank you communications

☐ Highlight top participating classrooms

☐ Celebrate milestone achievements

# Phase 8: Year-End Activities

## Program Evaluation

☐ Calculate total earnings for the year

☐ Survey families for feedback

☐ Evaluate volunteer participation

☐ Document lessons learned ☐ Plan improvements for next year

## Transition Planning

☐ Recruit next year's coordinator (if changing)

☐ Create transition documentation

☐ Archive important materials

☐ Submit final Box Tops before summer

☐ Communicate summer collection options

**Important Reminders**

Box Tops earnings are deposited directly into your school's account twice per year

**•**

Digital submissions through the app are the primary method now

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Traditional Box Tops clips have expiration dates - submit before they expire

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Keep families informed about what the funds support

**•**

Make participation easy and fun for maximum engagement

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