



Collect and count all Box Tops coupons and bonus certificates submitted to your school.

- Divide 10¢ Box Tops coupons into bundles of 50.
- Secure them only with string, rubber bands or in plastic baggies. (It's okay to leave Box Tops on collection sheets.)
- Tally and bundle bonus certificates separately from Box Tops coupons. You only need to make one bundle of bonuses for your submission.

In order for the submissions and payments process to run as efficiently as possible, we ask that you please follow the above instructions carefully. Before sending your submission, double-check for any items you may have included that are not accepted by Box Tops for Education, such as:

- Expired Box Tops coupons
- Betty Crocker® points
- Labels or coupons from other school fundraising programs

How do I submit collection sheets?

Leave the Box Tops on the collection sheets. Please submit collection sheets in groups of 50 Box Tops (e.g., a stack of 5 10-count collection sheets, a stack of 2 25-count collection sheets).

May I submit ripped or torn Box Tops?

Yes, as long as the expiration date is clear



Separate and Label

Separate 1, 5, and 10 point UPC's, beverage/sauce caps, and bonus certificates. Place them in paper lunch bags. Label each bag with the total amount of the UPC's and point values contained inside. Make sure that Bonus Certificate bundle is marked "BONUS CERTIFICATES". Please do not use staples or excessive amounts of tape as these materials are not recyclable.

**MAIL or UPS TO:**

**Moose Charities, 155 S. International Drive, Mooseheart, IL 60539  
Include Chapter Name and number**