

The Classroom Rewards program allows parents/supporters to donate a percentage of their in-store purchases to a teacher or administrator/school. Anyone interested in participating in Classroom Rewards, whether as a parent, supporter, teacher, or school administrator, must enroll through one of the new Staples Connect apps.

Program Summary

- To enroll, participants must have a Staples Rewards account or sign up for a new one in the mobile app.
- After enrolling in Classroom Rewards on the mobile app all participants can earn Classroom Rewards by applying their Staples Rewards number to purchases when paying in-store at the register.
- All enrolled participants will earn both Classroom Rewards and their normal Staples Rewards
- All enrolled participants give their earned Classroom Rewards to a teacher or school of their choice.
- Teachers and school administrators can also give - to themselves or another teacher or school.
- As teachers and school administrators accumulate donations, they will be available to spend in \$5 increments. *(Values less than \$5 will be held until contributions are made and the value meets the \$5 threshold).*
- Classroom Rewards will appear as a digital promo card and be available to teachers and school administrators with a tap on the “Pay Now” button
- Promo card value can be used in-store only
- Promo cards expire 180 days from the last contribution made
- Promo cards are processed as an e-Gift Card/e-Cash Card at POS

How Classroom Rewards works

- Customers can give back to teachers and schools with Classroom Rewards just by shopping.
Here's how:
 1. Download the Staples Connect™ app
 2. Sign up for Classroom Rewards in the app
 3. Shop at your local Staples® store and add your rewards account to each purchase
 4. Earn 5% back (and more during certain times of the year) when you shop to give to your local teachers
 5. Give what you earn to the teachers or schools of your choice in the app
 6. Teachers can earn for themselves or their schools, too!
 7. Teachers visit their local Staples store and use donated Classroom Rewards to purchase needed supplies for their students

How to get the App

- There are two Staples Connect mobile Apps for customers:
 1. **Native Apple iOS App: Customers** with an Apple mobile device (iPhone or Tablet) tap on the App Store icon and search for the Staples Connect App
 2. **Progressive Web App (PWA mobile website)**: To access this app on an Android device or any browser, enter the URL app.staplesconnect.com

To add a shortcut or app icon for the PWA on most mobile devices:

- o Open a new browser window and navigate to the URL above
- o Tap to “share,” and a list of options will appear, including an option to “Add to Home Screen”

Note: Depending on device type, the menu of options to save the PWA app could vary

Enrolling in Classroom Rewards

Step 1: Create Staples Connect App Login

1. Click on Join Now
2. Fill in prompted information
3. Select if you want to stay connected in Staples community
4. Agree to Terms and Conditions
5. Enter verification code sent to provided email
 - o If needed, resend the code (check the junk folder)
 - o Enter code to proceed, log into Staples Connect app

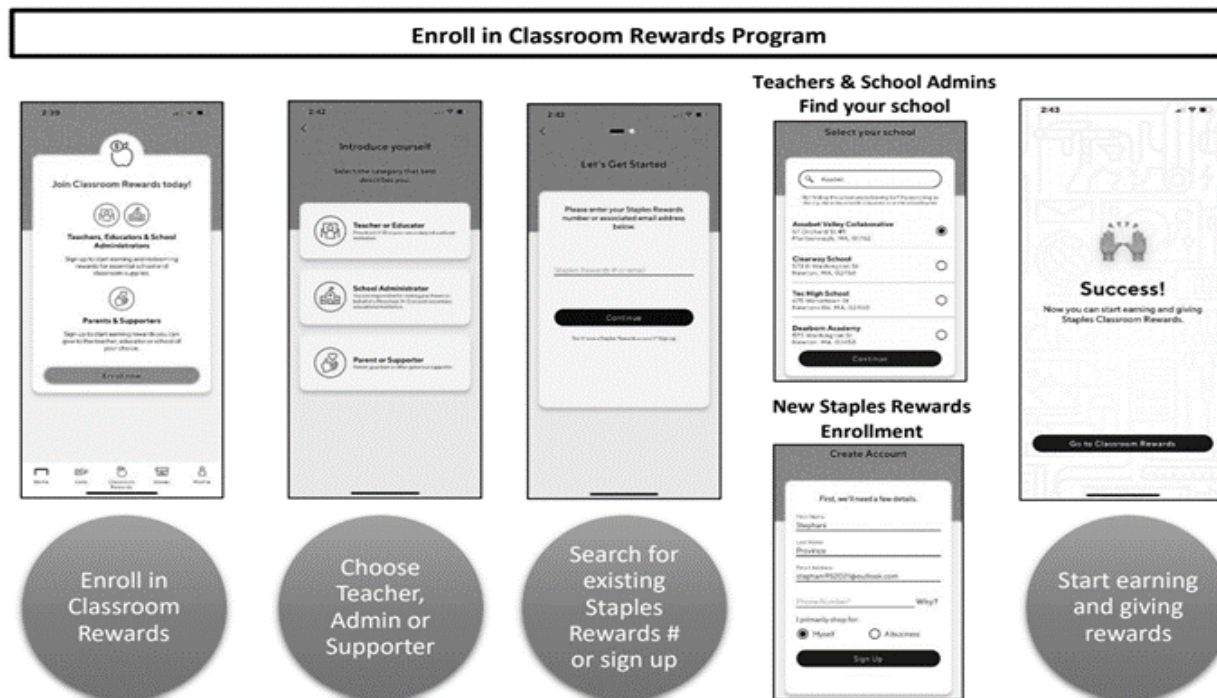
Step 2: Enroll in Classroom Rewards Program

6. Select Classroom Rewards from bottom navigation bar
7. Click on enroll now
8. Select Educator, School Admin, or Parents & Supporters
9. For current Staples Rewards Members – Provide your Staples Reward number OR email address
10. If no rewards account – Enroll and join Classroom Rewards

Teacher	Admin
1. Select Enroll now	1. Select Enroll now
2. Find your school	2. Find your school
3. Select your school	3. Select your school
4. Confirm your school	4. Confirm your school
Parents & Supporters	
1. Select Enroll now	
2. Provide prompted information	
3. Choose if the account will be used for personal or business (business account only, provide the company name & industry)	
4. Receive success message	



STEP 2

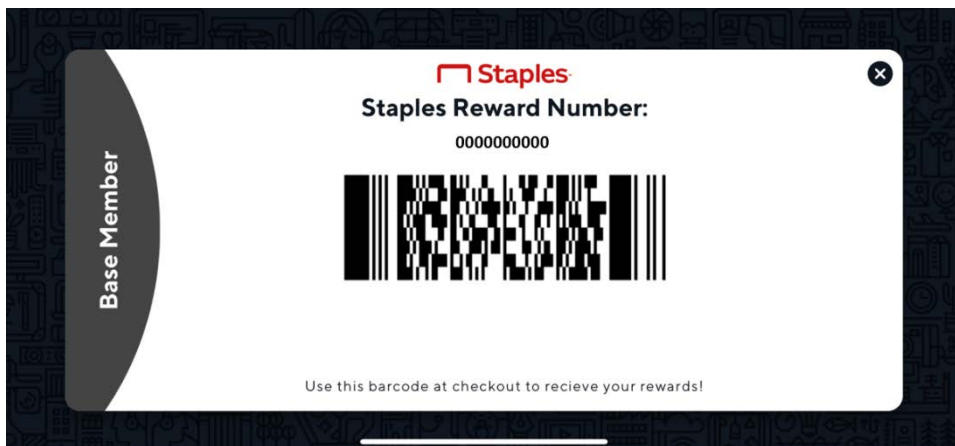


❖ Note: If any of the enrollment steps above fail contact staples customer service Staples Connect

How to Use the App to Earn Classroom Rewards

- Customers can easily earn Classroom Rewards on in store purchases by showing the cashier a barcode of their Staples Rewards number when checking out in store:
 - o Login to the Staples Connect app
 - o Turn device to the side to see Classroom Rewards card
 - o Allow cashier to scan Classroom Rewards barcode

Note Cashier: Ensure customer uses Rewards account linked to their Classroom Rewards account



Redeeming Classroom Rewards funds

- When a Teacher or School Administrator has received Classroom Rewards, the value will be available via promo card in their Staples Connect app in \$5 increments.
- Earned Classroom Rewards that are available to donate to a teacher or school expire after 90 days of inactivity (no donation or new earning). For teachers and school administrators, the value on virtual promo cards expires 180 days from the most recent contribution.

To pay at the store register:

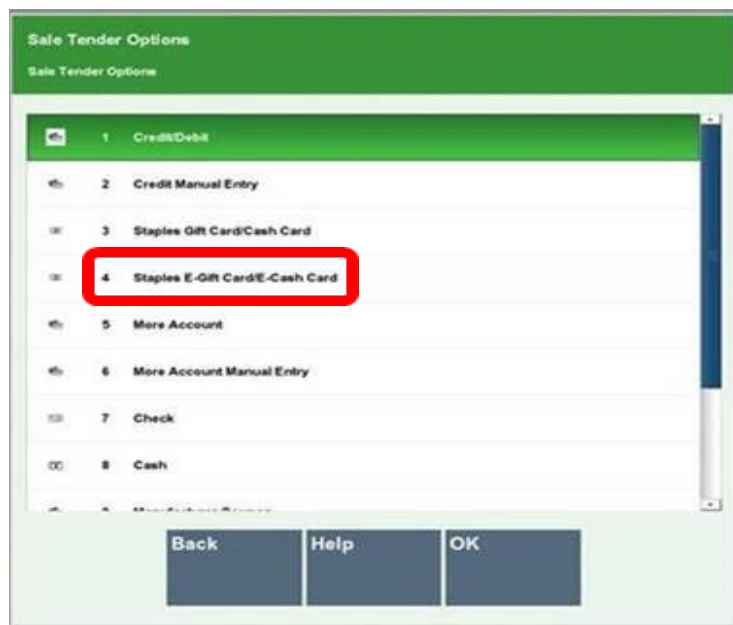
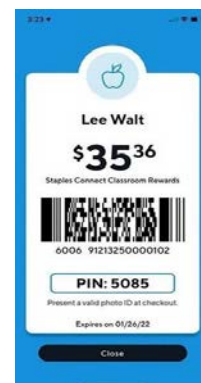
Customer:

- o Go to Classroom Rewards on the navigation bar
- o Select "Pay with Classroom Rewards"
- o And show barcode to cashier

Cashier:

(Classroom Rewards SHOULD NOT be tendered as a coupon or manufactures coupon)

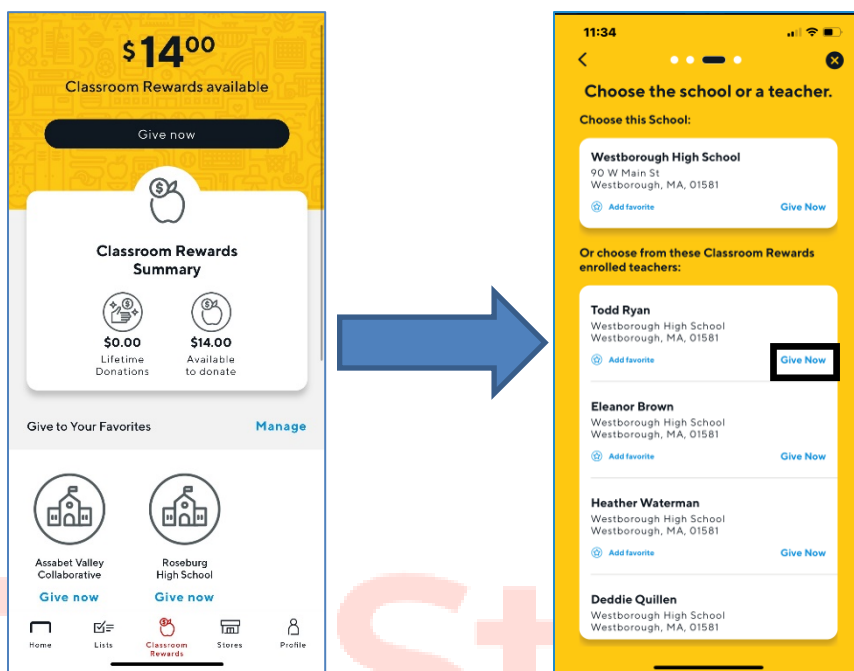
- o Scan all items
- o Press Total
- o Choose e-Gift Card/e-Cash Card
- o Scan barcode from the customer's mobile device
- o Enter the PIN as seen on the screen



How to Donate Funds

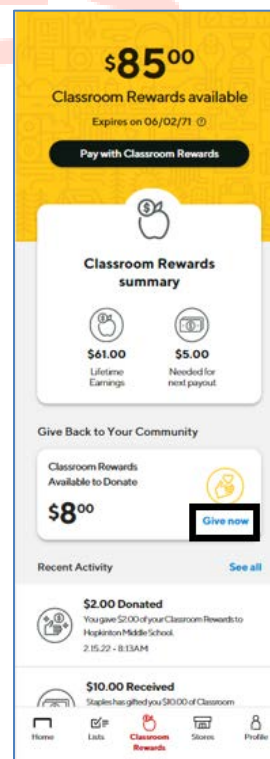
Donate to a Teacher or a School

1. Tap "Classroom Rewards" in the bottom navigation bar.
 2. Select **"Give Now"** (Example of the button below) and search for a school.
 3. Once your desired school is selected, select a name from the enrolled teachers.
- Note:** If no teachers are listed below the school, the user can share and send an invite to join



To yourself(or others)as a Teacher or School Administrator

1. Tap "Classroom Rewards" in the bottom navigation bar.
2. Select **"Give Now"** (Example of the button below) and search for your school.
3. Once your school is selected, select your name from the enrolled teachers.



FAQ

Q: Why can't I find my school or teacher listed in the app?

Schools must be listed as a Google location under the education category to be eligible to receive Classroom Rewards. Teachers must be enrolled in Classroom Rewards through the Staples Connect app to earn and receive Classroom Rewards. If the teacher you're looking for isn't yet a member, you can invite them to join.

Q. Do I still earn Staples Rewards if I enroll in Classroom Rewards?

Yes, everyone is still eligible to earn up to 5% back in Staples Rewards on in-store and online purchases per that program. The Classroom Rewards program is specifically to support teachers and schools and is earned on in-store purchases only.

Q. Are there any products or services which are not included in earning 5% back in Classroom Rewards?

Amounts spent on postage stamps, prepaid phone cards, gift cards, purchases made on third-party websites, taxes, and shipping fees do not count toward earning the 5% back in Classroom Rewards.

Q. Do Classroom Rewards expire?

Earned Classroom Rewards that are available to donate to a teacher or school expire after 90 days of inactivity (no donation or new earning). For teachers and school administrators, the value on virtual promo cards expires 180 days from the most recent contribution.

How to Videos

Install Android App: https://www.staplesconnect.com/connectassets/videos/prod/1640615187246-Installing_app_on_Android_device.mp4

Installing iOS app: https://www.staplesconnect.com/connectassets/videos/prod/1640632067694-App_Install_-_iOS.mp4

Creating a staples connect account and classroom rewards:

https://www.staplesconnect.com/connectassets/videos/prod/1640632005576-Creating_a_Staples_Connect_account_and_classroom_rewards.mp4

How to donate: https://www.staplesconnect.com/connectassets/videos/prod/1640631955941-How_to_Donate.mp4

Teacher: how do donate to yourself and pay:

https://www.staplesconnect.com/connectassets/videos/prod/1641228097441-Teacher_Donate_and_Pay.mp4

Helpful links

- ☐ Mobile app, Terms & Conditions and Classroom Rewards FAQ's <http://www.staplesconnect.com/help>
 - o **Associates: A good reference for customers with questions.**
- ☐ Customer can contact Customer Service by the Contact Us option on Staples Connect <https://www.staplesconnect.com/contact-us>
- ☐ Log a ticket > Help Desk Ticket: Store Operation support SOS > Staples Connect > Classroom Rewards OR Mobile App