



# HOW TO SUBMIT BOX TOPS CLIPS

SUBMISSION DEADLINES

FALL:

NOV 1

SPRING:

MAR 1



We will continue to honor all Box Tops clips until they reach their expiration dates. As a Coordinator, you're in charge of counting, bundling and submitting your school's clips so they count toward your school's earnings totals.



Please do not submit the new Box Tops labels. Those earnings are electronically credited to your school with each receipt scan.

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## SORT BOX TOPS INTO THREE PILES

### BOX TOPS CLIPS

► Bundle into groups of 50.

### COLLECTION SHEETS

► Staple together to total 50 Box Tops.

### BONUS CERTIFICATES

► Bundle these together.

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## FILL OUT THE ONLINE SUBMISSION FORM

You must use the current online submission form. Print a unique form showing the number of Box Tops included in each package you send in.

**AVAILABLE AT [BTFE.COM/SUBMIT](http://BTFE.COM/SUBMIT)**

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## PREPARE & MAIL YOUR PACKAGES

**BOX TOPS CLIPS** at the bottom

**COMPLETED COLLECTION SHEETS** next.

**SUBMISSION FORM & BONUS CERTIFICATES** stapled together on the top.

### SEND YOUR BOX TOPS TO:

Box Tops for Education  
350 Victor Street  
Highland Park, MI 48203



Packages must be postmarked on or before the submission deadline.

**GET MORE DETAILS AND ACCESS THE ONLINE SUBMISSION FORM AT [BTFE.COM/SUBMIT](http://BTFE.COM/SUBMIT)**