



WELCOME, NEW COORDINATOR!

Thanks for volunteering to help our school! Your involvement is key to the success of our Box Tops for Education™ program. This packet includes everything you need to know to get started.

BASIC BOX TOPS INFORMATION

OUR SCHOOL NAME	OUR SCHOOL ID
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Box Tops website: BTFE.com

Box Tops Facebook page: facebook.com/boxtopsforeducation

Make sure you go to BTFE.com and sign up as a Coordinator:

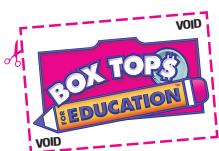
- Even if you've already signed up to support our school on the Box Tops website, you need to upgrade your profile to Coordinator status at BTFE.com/upgrade in order to access the submission form and Coordinator-only resources.
- Check the "Email Preferences and Subscriptions" section at BTFE.com/profile and make sure you're signed up for the Box Tops email newsletter. Once you've upgraded your status to Coordinator, you'll receive important Box Tops news PLUS submission information and resources to help build our school's Box Tops program.

This past year, our school's goal was _____ and we earned _____.

You can track our school's Box Tops earnings online at BTFE.com/earnings.

TIPS & TOOLS

Here are some easy tools to help you learn about Box Tops, how to be a Coordinator and how to promote our school's program.



Box Tops Basics: BTFE.com/getstarted

Everything you need to know about how Box Tops works, including the top five things to do to get started as a Coordinator.

continued on next page...



Box Tops Basics: BTFE.com/resources

Downloadable flyers to email or hand out at school, shareable images and more. The best way to get the word out about Box Tops!



Box Tops submissions: BTFE.com/submit

Use the online submission form to submit our school's clipped Box Tops. There are two submission deadlines each year, in November and March. (Check the website for specific dates.)

IMPORTANT CONTACTS

Principal: _____

Phone: _____ Email: _____

School secretary: _____

Phone: _____ Email: _____

School website address: _____

School website administrator: _____

Phone: _____ Email: _____

PTO meetings: _____

When: _____

Where: _____

PTO contacts: _____

Phone: _____ Email: _____

Additional helpful volunteers:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

Our school's Facebook page: _____

Facebook username: _____

Facebook password: _____

Additional school social info (Twitter, etc.): _____

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HELPFUL COORDINATOR TIPS

This is what we've done with the cash we've earned so far:

This is what we'd like to do with next year's Box Tops cash:

Here's some advice about submitting our school's Box Tops:

My biggest challenge as a Coordinator was:

Here's one thing I did as a Coordinator that was successful:

Additional notes:

See additional Coordinator resources at [BTFE.com/coordinator](https://www.btfefund.com/box-tops/box-tops-coordinator)

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MONTHLY PLANNER

What I do each month to promote Box Tops.

See monthly Coordinator
checklists: [BTFE.com/checklists](https://www.btf.com/checklists)

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

SUBMISSIONS DUE!

DECEMBER

JANUARY

FEBRUARY

MARCH

SUBMISSIONS DUE!

APRIL

MAY

JUNE