

Box Tops Steps

Co-Chairs: Alicia Jones and Ann Marie Dunn

At St. John's

1. Assess top students and top grades monthly
2. Move rockets weekly/monthly – noting new amount on rockets
3. Provide prizes for top students per grade monthly

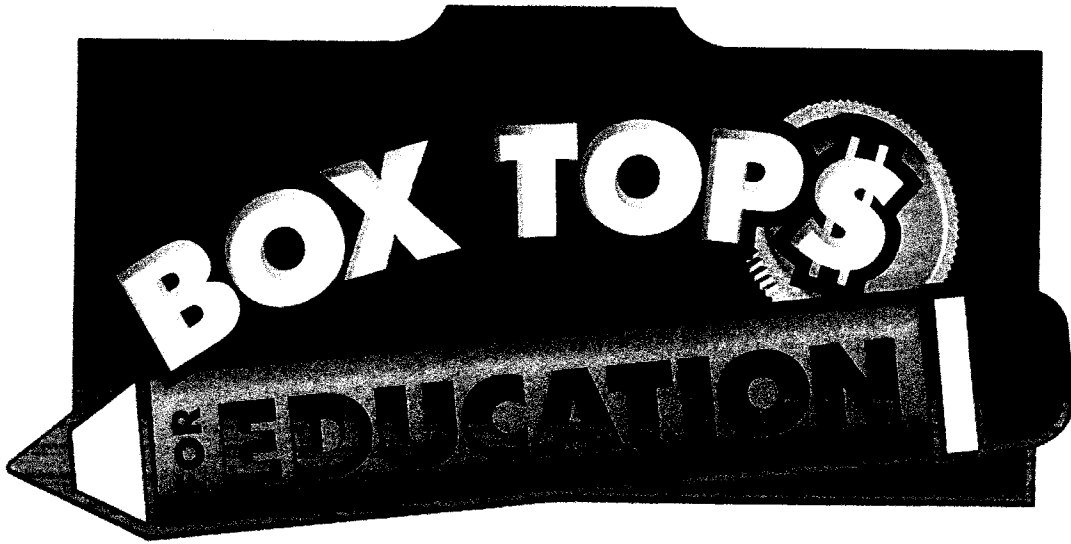
Administratively (steps 1 and 2 performed by volunteers)

1. Count box tops (combine in baggies of 50 groups)
2. Enter children's names with number of box tops into database (tracking family service hours)
3. Write out sheets to report to families service hours earned
4. Track online Boxtops earned
5. Monthly report to PTA Meeting: current amount, annual goal, progress

Corporate Office

1. Mail collected Boxtops to National Corporation
2. Print out Collection Sheet and mail with collected pieces
3. Keep receipts and track mailings

DON'T FORGET YOUR BOX TOPS



Saint John's the Evangelist School's

BOX TOP TEAM

Asks that you send your Box tops in a baggie with

1. Your Child's Name
2. Your Child's Grade
3. Your count of box tops