

TVES Box Tops for Education Directions

September 2011

Dear Room Parents,

Please follow the directions below when preparing your classroom's box tops for submission.

- *Check all box tops to be sure they have **not expired***
- ***Carefully trim** any that are not already trimmed*
- *Put **bundles of 50** in snack size baggies*
- *Put any leftover box tops in a separate baggie and clearly mark the total number in the baggie*
- *Keep all **Bonus box tops** (those worth more than 10 cents) in a separate baggie with the total marked on the baggie*
- *Be sure your collection is clearly marked with your **classroom teacher's name***

Due Dates for Collections:

First Collection: Friday, Oct. 14th

Final Collection: Friday, Feb. 17th

Please send your collection to the main office on or before the due dates. You are welcome to collect and prepare them once before each due date or monthly, whatever works for you! Please see Brandi Little, PTO President or Erica Cove, PTO Vice President if you need reimbursement for baggies. All other questions concerning box tops can be directed to me.

Thank you for your help and cooperation.

*Deanna Pedersen, Box Tops Chairperson
203.484.3331 or sdpedersen@att.net*