



HOW TO SUBMIT BOX TOPS CLIPS

SUBMISSION DEADLINES

FALL: **NOV 1** SPRING: **MAR 1**



*Please submit any quantity you have.
If less than 50,
label bag accordingly.
Bag in groups of 50 when possible.
Complete submission form
and postmark by 11/1/2020.*



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

1

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.

2

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](https://www.btfec.com/submit)

3

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](https://www.btfec.com/submit)