

Willow Grove Event Form: Box Tops

Please update sections I-V of this form and submit it to the PTO board 1-2 weeks after your event. Request the Event Form via email for easy editing then, submit to the co-presidents via email (.doc format).

A PTO Executive Board Member has been assigned to be your mentor. Please contact them at any time. Have fun and THANK YOU on behalf of all the parents, educators, and students at Willow Grove!

I. BASIC INFORMATION

Name of event: Box Tops **Date(s):** October and February.

Submission deadlines stated on company websites. Box Top Contests determined year prior for calendar. This year collections are in October and February.

Description: Currently, we do not host a Box Top Contest. Therefore, make periodic visits to the school to pick up Box Tops from the office.

If Box Top Contests are started, complete two Box Top contests during the year. At the end of the Box Top Contest week, count the Box Tops, then submit box tops for reimbursement.

II. PLAN AND KEY DATES -

Action required	Person Responsible	Start Date
1. Log into the following website to determine beginning balance for Box Tops at: https://www.boxtops4education.com/login		
Please use the email address: <div style="background-color: black; color: white; padding: 2px;"> WillowGroveSchoolPTO@gmail.com Password: Willowgrove222 </div>	Chairperson	July/August
School Code:		
Identify Box Top submission deadline dates on the Box Top website.		
7. Collect Box Tops every quarter. Box tops are in the school office. Mail in Box Tops 2-3 weeks prior to submission deadlines. Identify submission deadline dates as stated on each website.	Chairperson	Quarterly, or Box Top Contest Week
If a Box Top Contest is held, put out containers for each classroom the designated morning of the Box Top Contest week. On Friday afternoon, collect all Box Top Contest Containers. Box Top Contests should occur 2-3 weeks before submission deadlines.		
8. Provide copy of each "Submission Form" from Box Tops to treasurer and alert him/her of incoming check.	Chairperson	Within 1 week of contest ending and submission mailed into company for reimbursement
Submit Campbell's Label points to PTO Board (usually due December and May). PTO Board and the Principal will determine how to allocate the points earned.		

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III. EQUIPMENT AND DONATIONS REQUIRED -

Equipment Description	Qty	Comments/Donated By
Containers to collect Box Tops in office.	1 in office	

IV. VOLUNTEERS -

Optimum # of Volunteers: 1-2 volunteers

V. EXPENSES - None

None should be needed. Please check the PTO closet for materials you can use prior to shopping for new materials, if needed.

VI. INCOME - \$300-\$400 per year

VII. EVENT RECAP/CONTACT INFORMATION -

Box Tops
Account:
350 Victor
Highland Park, MI 48203
(888) 799-2444

Box Top Grid for increased ease of counting.

General PTO Guidelines

Directory Information Use

The District 96 Telephone Directory and parent contact information is published solely for the convenience of parents, staff, and students in District 96. No District 96 employee, PTO member or representative, or parent is permitted to distribute a copy or copies of the directory and volunteer lists to outside interests, including business or charitable organizations. The Directory and information contained therein is not used for solicitation or for commercial use for any purpose.

Email addresses may not be used for list or individual "cold call" solicitations.

Financial Reimbursement

Please review the attached "Financial Procedure" form for information on how to request reimbursement for event expenses. Any budget expectations must be approved by the PTO board BEFORE the expense is incurred in order to receive reimbursement.

Event Communications

Please feel free to contact the PTO Secretary or President to publicize your event in the PTO Newsletter, PTO Webpage, School Sign, Facebook, and/or Principal Message.

PTO Closet

The PTO closet is space donated by the school to store our supplies. Each committee is welcome to use the supplies in that closet.

Please be considerate and put all supplies away neatly into their appropriate plastic bins. Please also make sure the room looks tidy with lights turned off prior to locking the door. If there are any concerns regarding the PTO Closet, please notify one of the co-presidents.