



COMMUNITY CASH FOR SCHOOLS® STEP-*by*-STEP GUIDE

SCHOOLS *or* PROGRAM COORDINATORS **TIME TO ENROLL**

Visit CommunityCoffee.com/cashforschools, and find your school to get started. If you do not have internet access, you can enroll by calling 800-884-5282.

Remember, the more Community® and Private Reserve® product Proofs of Purchase you collect, the more cash your school can earn!

CONFIRM AND CLAIM

Once you confirm your school's enrollment, you and all other participants will have access to a Community Cash for Schools® toolkit to begin organizing your school's program.

PROMOTE YOUR PROGRAM

Using the online toolkit, you will have all of the resources necessary to promote and share the Community Cash for Schools® program with friends, family and other parents who you think would be excited and willing to support your school.

CLIP AND COLLECT POPs

Gather Proofs of Purchase from all Community® and Private Reserve® products available at the locations listed below:

- **Grocery Stores, Supermarkets & Other Participating Retail Outlets**

All coffee products, tea products, creamer, sugar and coffee filters contain eligible Proofs of Purchase.

- **Restaurants, Hotels, Offices & Businesses**

Boxes of coffee and coffee related products delivered to restaurants, hotels and other businesses contain high value Proofs of Purchase.

Then, clip and collect your POPs to earn cash for your school.

Please note: the minimum redemption value is \$10 (100 Proofs of Purchase). All totals under the minimum value will be moved to the following school year.

GET READY FOR DROP-OFF DAY

Follow the Proof of Purchase bagging instructions on the Tracking Form – using plastic (Ziploc) bags to bundle all like Proofs of Purchase together. Then send your child to school with your collection of Community® POPs.

FILL OUT THE ONLINE FORM

SUBMISSION FORM

The school coordinator, once a significant amount of POPs are collected, should fill out the submission form online and print a copy to mail with your clippings.

(Incomplete or missing Tracking Forms may result in delays or loss of Proof of Purchase credits.)

DON'T FORGET *the* DEADLINE

The deadline for receiving all Community® product Proofs of Purchase and Tracking Forms is **January 31, 2019**. All shipments received after the deadline will be held for entry in the following year's Community Cash for Schools® program.

MAIL TO THE COMMUNITY CASH FOR SCHOOLS® P.O. BOX

- Once all of your school's POPs have been clipped, collected and submitted by participants, mail your POPs to the designated Community Cash for Schools® P.O. Box.
- A pre-paid postage label is available via CommunityCoffee.com/CashforSchools
- Fill in the return address on the Postage Paid Return Label and affix it to your package.
- Mail your package through the U.S. Postal Service, and we recommend you purchase the USPS Package Tracking service for your package.
- Packages not mailed to the appropriate P.O. Box may not be received or counted toward program awards. All Community Cash for Schools program labels should be mailed to Community Coffee, P.O. Box 4447, Baton Rouge, LA 70821-9942

IMPROVE YOUR SCHOOL

The Community Cash for Schools® program can do incredible things for your school by earning cash to buy things like books, computers, playground equipment and more.

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CONTACT US

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