

# WELCOME NEW COORDINATOR!

DOWNLOAD THE APP:



Thanks for volunteering to help our school! Your involvement is key to the success of our Box Tops for Education™ program. This packet includes everything you need to know to get started.

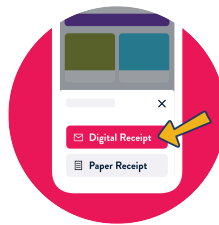
First, make sure you go to the app and sign up as a Coordinator. Even if you've already signed up to support our school on the Box Tops app, you need to upgrade your profile to Coordinator status in order to access Coordinator-only resources.

## HOW BOX TOPS WORKS

3 easy ways to earn for your school when you purchase participating products.



**SCAN**  
qualifying receipts  
in the app.



**SUBMIT**  
qualifying digital  
receipts in the app.



**CONNECT**  
your Walmart and  
Box Tops accounts.

School name: \_\_\_\_\_

This past year, our school goal was: \$ \_\_\_\_\_ and we earned: \$ \_\_\_\_\_

You can track our school's earnings and update our school's goal in Coordinator Tools within the Box Tops app.

## CONNECT ON SOCIAL MEDIA

FOLLOW BOX TOPS:



@boxtopsforeducation



@btfe



JOIN THE OFFICIAL  
**COORDINATOR CLUB ON FACEBOOK**

This private group lets you connect with other Coordinators and the Box Tops team, share your successes and ask questions. Search for "Box Tops Coordinator Club" and use code **COORDVIP** to join!



# IMPORTANT CONTACTS

**Principal:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**School office contact:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**School website address:** \_\_\_\_\_

**School website administrator:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PTA/PTO meetings:** \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

**PTA/PTO contact:** \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Additional helpful volunteers:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Our school's Facebook page:** \_\_\_\_\_

Facebook username: \_\_\_\_\_

Facebook password: \_\_\_\_\_

**Additional school social info (Instagram, Twitter, etc.):** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_



## HELPFUL COORDINATOR TIPS

This is what we've done with the cash we've earned so far:

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This is what we'd like to do with next year's Box Tops cash:

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My biggest challenge as a Coordinator was:

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Here's one thing I did as a Coordinator that was successful:

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Additional tips and notes:

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**More resources are available in the Coordinator Tools found within the Account section of the App.**

