

Bishop's Peak Elementary School
Box Tops for Education and Labels for Education Chair
Job Description and Procedures

- First week of school, put out Box Top/Label containers in every class. The School Secretary knows where they are located in the Staff Room. Change the labels on the containers to fit any new teachers or class number.
- Talk to each class at a time and show them where the containers are located in their classroom and how important it is to save the Box Tops and Labels. The school receives 10¢ per Box Top and points per Label.
- First of the school year, send out a flyer and include in newsletter the importance of saving Box Tops and Labels. I tell parents what the money is used for and encourage them to ask neighbors, babysitters, friends, family, churches, etc. to help our school by collecting them. They can drop them off in the school office or any classroom. There is an ongoing reminder in our newsletter.
- Once a month, empty Box Top/Label containers. Keep each class separate. Count Box Tops/Labels, one point for each, except the bonus ones which clearly say how many points they are worth. Keep track of how each class is doing. Once or twice a year, via the newsletter, let the classes know how they are doing—keeps the competition going. The School Secretary will give you a count of how many children are in each class so that you can figure the percent of how many each child brings. The class with the highest percent of Box Tops/Labels per student is the winner of the end-of-the-year party. Because of the budget, we now only give one party; no second place parties. Remember that we have different class sizes so it has to be percent per student to make it fair.
- For Box Tops—How to register yourself as the new coordinator: Go online and type BoxtopsforEducation.com. The school zip code is 93405. Change my profile to your profile. Our school ID is 197755.
- I use pre-paid boxes from the post-office—seems cheaper that way. Follow instructions on packaging, which you will find online. **Do not worry about expiration dates—they accept them all.**
- For Labels for Education—How to register yourself as the new coordinator: Go online and type LabelsforEducation.com. Log in and change profile to yours. User # is 9340-5000-1349-067; password is bobcat.
- Box Tops has exact times you can send them in, whereas you can send Labels in anytime. I usually send Labels once a year.

If you have any questions, please email Sandy Stallings at sandwood2@charter.net or text her at 234-1742. Jessica Carlberg is another resource. You can reach her at jessica.carlberg@gmail.com or 547-1526.