



2017-2018 INSTRUCTIONS

Deadline for receiving all Community® product Proofs of Purchase and Proofs of Purchase Tracking Forms is **January 31, 2018**.

SIGN UP

Visit CommunityCoffee.com/cashforschools, and click the “Enroll Online” button. If you do not have internet access, you can enroll by calling 1-800-525-5583.

SAVE

Save Proofs of Purchase from all Community® 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.



SUBMIT

1. Download the Tracking Form and bag the Proofs of Purchase as instructed. The Tracking Form can be found on the Cash for Schools link at CommunityCoffee.com

- Complete the Tracking Form.
- Make a copy for your records.
- Include the original Tracking Form with the Proofs of Purchase in your package.
- Incomplete or missing Tracking Forms may result in delays or loss of Proof of Purchase credits.

2. Follow the Proof of Purchase bagging instructions on the Tracking Form. Please use **Ziploc bags** to bundle all like Proofs of Purchase together.

3. Fill in the return address on the Postage Paid Return Label and affix it to your package.

4. Mail your package through the U.S. Postal Service, and we recommend you purchase the USPS Package Tracking service for your package.

5. Deadline for receiving all Community® product Proofs of Purchase and Tracking Forms is **January 31, 2018**. **All shipments received after the deadline will be held for entry in the following year's Community Cash for Schools® program.**

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

