



COMMUNITY CASH FOR SCHOOLS® STEP-BY-STEP GUIDE

SCHOOLS OR PROGRAM COORDINATORS

IMPROVE YOUR SCHOOL

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

ENROLL NOW

Visit CommunityCoffee.com/CashForSchools and find your school to get started. If you don't have internet access, you can enroll by calling 800-884-5282.

Remember, the more Community® 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'll have all the resources necessary to promote and share the Community Cash for Schools program with friends, family and other parents who might be excited and willing to support your school.

CLIP AND COLLECT PROOFS OF PURCHASE

Gather Proofs of Purchase from Community products available at the following locations:

- **Grocery Stores, Supermarkets & Other Participating Retail Outlets**
Most 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. Partner with a local business that uses Community products, and they can donate these high-value Proofs of Purchase to your school.

Then, clip and collect your Proofs of Purchase to prepare for submission.

***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.*

PREP PARTICIPANTS FOR DROP-OFF DAY

Share the following instructions with Community Cash for Schools participants:

Follow the Proof of Purchase bagging instructions, using plastic zip-top bags to bundle all like Proofs of Purchase together. Then send your bagged Proofs of Purchase to school.

FILL OUT THE ONLINE TRACKING FORM

Once the minimum \$10 redemption value of Proofs of Purchase is collected, the school coordinator should fill out the Tracking 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.*

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

- Once all your school's Proofs of Purchase have been clipped, collected and submitted by participants, mail your Proofs of Purchase and Tracking Form to the Community Cash for Schools P.O. Box on the pre-paid label. The pre-paid postage label is available via CommunityCoffee.com/CashForSchools
- Fill in the return address on the pre-paid label and attach it to your package.
- Mail your package through the U.S. Postal Service. We recommend purchasing the USPS Package Tracking service for your package to ensure its delivery and your cash redemption.
- 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

DEADLINE FOR SUBMISSION

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

CONTACT US

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