

# Collecting Receipts at School

**Why collect receipts at school?** Many people are used to this method of offering parents, students and staff the option of dropping receipts off at school. In order to successfully collect receipts at school, people need to know where to bring the receipts and if/how they can have them returned. Be sure all information you distribute at school has these basic details.

**Ways To Collect Receipts** – One of the best ways to ensure success is to get students involved. Ask a scout troop, leadership, spirit club or other student organization to “lead” the Cash 4 Class effort. They can make banners, visit classes to discuss the receipt collecting, create collection containers and sort through the receipts. They have fun, learn leadership skills and the role of businesses working with schools.

**Collection Locations** – Consider collecting receipts in the classrooms, school office, media center, cafeteria, teacher’s lounge, and after school program locations.

**Collection Containers** – Decorated bags, envelopes, cans, boxes – it doesn’t matter. Your school office may be able to provide you with labels with each student name and room number. You can put those in envelopes that can be used to transfer receipts between students and the collection process. Some schools even laminate the envelope and/or put a magnet on it for the refrigerator – or make them small enough for a purse or wallet. Collecting receipts at school, regardless of your method, counts for one of your four extra promotional items you may submit each month.

**Where To Submit Receipts** [shopandlog.com/WestfieldFL](http://shopandlog.com/WestfieldFL)

**Need Help?** View the short video or Receipt Guide on that page.

## Competitions Generate Excitement & Results!

**Some schools have great success offering incentives and contests to reward students/families for participation.**

**There are many ways to create contests - here are a few suggestions:**

- **NO COST REWARDS:** running/homework pass, free dress day (for schools with uniforms), front of the lunch line, extra recess time, free carnival ticket or small goodie.
- Students could write their name and room number on their receipt and be entered into a school-wide drawing. Doing a weekly prize and announcing the winners at morning assemblies or flag ceremonies keeps the program in the forefront and gives lots of students an opportunity to win.
- Schools who love competition could reward a class for the most receipts turned in during a specific time period. Popcorn or popsicle parties work well.

Whenever you do a competition, it is best to allow students to turn in both receipts that have and have not been submitted. This insures that students are not penalized for having already participated in the Cash 4 Class program.

Saving Receipts? Sometimes we will offer bonus points during a specified period of time. If the flyer states “logged” during this time period, the receipts can be dated since the beginning of the program. If the flyer states “made and logged” this means that the purchase and logging must take place during the designated time frame. Not sure? Just ask us by emailing or calling the Cash 4 Class team at the website or phone number below.