

A few tips to help you get started:

1. Pass out the flyers you received at the meeting. There should be enough for every student with some left over (about 50 or so to pass out at PTA meetings and post in the staff lounge). If this is not the case, please be sure and let us know to adjust the flyer count either up or down as soon as possible to insure you receive the proper amount at the next meeting.
2. Set up a Cash 4 Class bulletin board in your front office, or any other high traffic area, with a Cash 4 Class flyer and points update. Don't forget to submit for publicity points.
Visit shopandlog.com/WestfieldFL/toolbox/WFLsubmitpublicity.pdf for more information.
3. Announce your school's participation in the program at your PTA meeting. If possible, have attendees sign up for Cash 4 Class email. Make sure *you* have signed up for Cash 4 Class email (automatic when you submit a receipt, or register on the Cash 4 Class website at shopandlog.com/WestfieldFL).
4. Plan on a training session to explain how to submit receipts. Plus, you can use the video to show supporters how to support your school anywhere and anytime – even from a smartphone!
5. This brings us to one of the most important and often overlooked aspect of the Cash 4 Class program. ANYONE CAN SUPPORT YOUR SCHOOL. Be sure your family, friends and neighbors are aware of your school's participation and save their receipts for you, or submit receipts online.
6. Promote the program! If you are having a Back to School Night, Book Fair, Volunteer Training, etc., make sure everyone is aware that your school participates in this no-cost fundraiser. There's a lot more to say, be sure to look at the publicity information and talking points page on this site for ideas on how to promote the program.
7. Additional "funds" fundraising opportunities are available at participating Westfield businesses. Be sure to schedule your restaurant nights and review other offers available. Download the fundraising form for your Westfield Center on the Coordinator Toolbox at shopandlog.com/WestfieldFL/toolbox for a list of participants. Your school will earn 5,000 points, plus double points for the first event's total sales, and only double points for the total sales of each additional event held at the same location. *Please do not submit individual receipts.*
8. Updated points are posted twice a month at shopandlog.com/WestfieldFL. Be sure to post points at school and update standings as needed.
9. For program meeting dates, visit shopandlog.com/WestfieldFL/toolbox/WFLmeetings.pdf. Please be sure and add these dates to your personal calendar. If you are not able to attend the meetings, arrange for someone to come in your place.
10. Be sure to review all the pages in the coordinator toolbox, filled with additional information and ideas to help your school be successful in the Cash 4 Class program.