

# Collecting Receipts at School

**Why collect receipts at school?** Schools that perform really well in the School Cents program offer the option for people to drop the receipt into a school collection box. The coordinator or other volunteer will submit the receipt on their behalf. Be sure people know where to bring the receipts and if/how they can have them returned. If a receipt has the 4 digits written on it, please check with [info@shopandlog.com](mailto:info@shopandlog.com) to see if it's already been submitted.

**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 School Cents 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 on envelopes or ziplock bags 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 promotional items you may submit each month for bonus points.

**How to submit receipts** – 1. Online 24/7 [shopandlog.com/chandler](http://shopandlog.com/chandler) 2. If you do not need your receipts returned, you may drop them in the collection box located on the Upper Level bridge near Barnes & Noble. 3. If you have a lot of receipts collected at school that do not need to be returned, drop them off at the Chandler Management Office (located in the hallway on the upper level by the Food Court). The Management Office is open Monday - Friday, 8:30am - 5:30pm. Be sure they are in a sealed bag or envelope with your school's name on the outside.

## 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.

When you do a competition, it is best to allow students to turn in both receipts that have and have not been logged. This ensures that students are not penalized for having already logged their receipt online.

**Get the most points for your school!** Watch for bonus offers detailed in the School Cents flyers. Be sure to note the receipt dates for bonus points and submit your receipts by the deadline listed on the flyer to earn the extra points. **NEW PROGRAM DATES:** All receipts dated since **July 1** will earn a minimum of five points per dollar spent if submitted by **January 15**.