

# ***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 School Cents receipt collection box in your front office, or any other high traffic area. If possible, have a School Cents flyer next to it for clarification. See [shopandlog.com/inland/toolbox/ICcollectingreceipts.pdf](http://shopandlog.com/inland/toolbox/ICcollectingreceipts.pdf) for more information.
3. Announce your school's participation in the program at your PTA meeting. Encourage people to sign up for School Cents email reminders if they do not submit receipts online.
4. Plan on a training session to explain how to submit receipts. You can demonstrate how to add the receipt form to a smart phone home screen, and show the receipt form how-to video available on [YouTube](#).
5. This brings us to one of the most important and often overlooked aspect of the School Cents 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 they can submit them 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 IC. Be sure to schedule your restaurant nights at IC. Download the fundraising form at [shopandlog.com/inland/toolbox/ICfundraising.pdf](http://shopandlog.com/inland/toolbox/ICfundraising.pdf) 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/inland/inlandpoints.pdf](http://shopandlog.com/inland/inlandpoints.pdf) be sure to post points at school and update standings as needed.
9. For program meeting dates, visit [shopandlog.com/inland/toolbox/ICmeetings.pdf](http://shopandlog.com/inland/toolbox/ICmeetings.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 School Cents program.