

Jefferson Middle School PTA

Final Report

School Year: 2016-2017

Committee/Activity: Box Tops

Chairperson: Jodi Kubit

Job Description: Coordinate collection and submission of Box Tops for Education – a fundraiser for the JMS PTA. Submit Box Tops in accordance with the rules on the Box Tops website.

What we did/ accomplished: Collected Box Tops twice a year prior to the two submission dates from Box Tops (usually November and March).

Each homeroom is given an envelope to collect their Box Tops in. At the end of week one, Box Tops are counted and teams in the lead were announced on morning announcements. At the end of week two, Box Tops are tabulated and the winning homeroom received a donut breakfast.

Just use manila envelopes to collect Box Tops. Each envelope was labeled with the homeroom number, homeroom teacher's name, and a Box Tops sticker. Envelopes are distributed to teachers' mailboxes and they can return them to the PTA mailbox for counting.

The principal can email teachers and the school population to announce the collection. I also emailed the teachers using MySchoolAnywhere to advise them of the contest.

You can advertise in the PTA newsletter and on the morning announcements. To get on morning announcements, email tjmstv@mtlsd.net the text that you would like to appear on the announcements prior to 7 a.m. the day(s) that you want it to run.

I tabulated the Box Tops in a spreadsheet.

When the job started: You can start advertising at the beginning of the school year that families should start saving their Box Tops.

When the job finished: Beginning of March

Monies used/needed /Profit: You need minimal funds to purchase envelopes used for collecting Box Tops. You also need to purchase plastic snack or sandwich bags to put the Box Tops in once they have been counted. You also can submit a receipt for postage. You may have to use funds to pay for the donut breakfast prize unless you can get a prize donated. Profits are usually between \$600 and \$700 per collection.

Suggestions for next year: -

Other comments (committees, number of people needed, etc.): Twelve sixth grade parents are needed – one for each station. Teachers provide the list of locations around the school and the supplies for each station.

Miscellaneous Notes: Box Tops School ID for website is 584849

Signed: *Jodi L. Kubit* **Date:** 2/16/2017. **E-mail:** kubits@verizon.net