

General Mills Box Tops Submission Form



As of 6-1-2014, we are collecting General Mills Box Tops for Education only. No other collection labels are being promoted.

Please mail Box Tops and completed form to:

Heartspring
Attn: Development Dept.
8700 E 29th St North
Wichita, Ks 67226

Date submitted: _____

Last Name: _____ First Name: _____

Organization Name: _____

Sorority: _____ Chapter: _____

Council: _____ District: _____

Address: _____ City: _____

State: _____ Zip: _____

Number of Box Tops: _____

Bundles of 50

Number of **Bonus** Box Tops: _____

Place all Bonus Coupons in one baggie

How do I package and submit my General Mills Box Tops for Education?

- Double-check for any items you may have included that are not accepted by Box Tops for Education, such as: **expired Box Tops coupons, Betty Crocker® points or other school fundraising programs including, Tyson labels and Campbell's points that Heartspring previously participated in.**
- Trim General Mills Box Tops for Education coupons and divide them into **bundles of 50**. If there are less than 50, please note the count. Secure them only with string, rubber bands or in plastic baggies.
- Tally and bundle General Mills Box Tops Bonus Certificates separately from Box Tops. You only need to make **1 bundle of Bonus Coupons** for your submission, regardless of the number of total Bonus points. Review expiration dates and remove expired bonus certificates from submissions.
- Box Tops coupons and Bonus certificates can be submitted in the same package when mailing. Please be certain to not mix them together in the same baggie when bundling.
- Please fill out the above form
- Submission deadlines are October 15th, for the December check, and February 15th for the April check. Submissions can be sent at any time, but checks are only issued twice each year.
- In order for the submissions and payments process to run as efficiently as possible, we ask that you please follow the above instructions carefully.
- For questions please email Sherry at smcdavitt@heartspring.org or call 316-634-8791. **Thank you for taking time to support Heartspring School in this way!**