



Thank you for helping
St. Margaret of York School!
**Our next Box Tops Collection Day is
Friday, October 22nd**

With the changing of the Box Tops program from clips to digital, we are changing how we collect and track family submissions.

There are two ways to submit Box Tops:

1. Physical Clips (as long as they are not expired!)
 - Clip Box Tops neatly and attach to the below form
 - Make sure Box Tops are **not expired**
2. Scanned Box Tops from the digital app
 - **To receive credit for digital Box Tops, you MUST assign credit within the app**
 - The “credit” feature was recently added, and it is the easiest way to track submissions by family



How to assign credit within the Box Tops app:

1. Make sure you have the latest version of the Box Tops app!
2. Scan a receipt.
3. Tap the STAR icon to enter the student/family name in the memo line.
4. Hit submit, and you're done!

Once you have given credit, it copies each time you scan a receipt, tracking and crediting the student/family you entered initially. So easy!

If you have already scanned receipts, you will need to go back and assign credit to EACH one.

1. Start on the app home screen.
2. Click My Earnings.
3. Select a past earning.
4. Click “Give Credit”
5. Enter student/family name.

50 Box Tops per student, 100 per family earns an out of uniform day!

Scanned receipts MUST be credited to student/family for tracking. The previous year's carry over will be counted as well. Please contact Stephanie Wheeler stanhu73@hotmail.com or Courtney Powell Courtneymariepowell@gmail.com with any questions.