

# 2008-2009 INSTRUCTIONS



## 1. SIGN UP

Visit [CommunityCoffee.com](http://CommunityCoffee.com), click on the Community Cash For Schools™ icon, and choose the “Enroll Online” link. If you do not have internet access, you can enroll by calling 1-800-525-5583.

## 2. SAVE

Save UPCs (bar codes) from all **Community®** and **Private Reserve®** products available at the locations listed below:

**a. Grocery Stores, Supermarkets & Other Participating Retail Outlets (Retail UPCs)**

All coffee products, tea products, creamer, sugar and coffee filters contain eligible UPCs.

**b. Restaurants, Hotels, Offices & Businesses (Office Coffee UPCs)**

Boxes of coffee and tea products delivered to restaurants, hotels and other businesses also contain high value UPCs.



Please refer to our *Community Products Summary* for a complete list of products from which you can save UPCs.

## 3. SUBMIT

- a. Download the *UPC Tracking Form* and bundle the UPCs as instructed. The *UPC Tracking Form* is a PDF file you can find by going to [CommunityCoffee.com](http://CommunityCoffee.com), clicking on the Cash for Schools link and then clicking on the *UPC Tracking Form* link.
  - Complete the *UPC Tracking Form*
  - Make a copy for your records
  - Then include the original *UPC Tracking Form* with the UPCs in your package.
  - Incomplete or missing *UPC Tracking Forms* may result in delays or loss of UPC credits.
- b. Bundling UPCs: Please follow the UPC bundling instructions on the *UPC Tracking Form*. Retail UPCs need to be bundled in groups of 50 and Office Coffee UPCs need to be bundled in groups of 10. We recommend using rubber bands or reseal-able bags to keep your bundles organized.
- c. Fill in the return address on the Postage Paid Return Label and affix it to your package.
- d. We recommend you purchase the USPS Package Tracking service when mailing your package of UPCs.
- e. UPC shipments postmarked after January 31, 2009 may be held for entry in the following school year's Cash for Schools Program. Please note the redemption value of these UPCs would be based on the following year's Cash for Schools Program final redemption value.
- f. The value of each Community UPC has historically ranged from 10 to 15 cents. UPCs collected from commercial businesses range in value from 50 to 75 cents. It's important to remember the value of each UPC is dependent upon the total number of UPCs received for that collection year.
- g. **Deadline for all Community product UPCs and UPC Tracking Forms is January 31, 2009**

**Then, decide how your school will spend the money!**

For more information visit [CommunityCoffee.com](http://CommunityCoffee.com) or call toll free 1-800-525-5583

