

1-Point Value

5-Point Value

10-Point Value



1. Separate the following groups:
 - a. UPCs worth 1 point each
 - b. UPCs worth 5 points each
 - c. UPCs worth 10 points each
 - d. Beverage/Sauce Caps worth 1 point each
 - e. Bonus Certificates

2. UPCs: Place UPCs ONLY in either a paper lunch bag or envelope. Remember to keep 1-, 5-, and 10-point UPCs separate. Write the quantity of UPCs and the point value on the paper lunch bag or envelope. Note: Please do not use staples or excessive amounts of tape when preparing your UPC submissions, as these materials are not recyclable.

3. Beverage/Sauce Caps: Group in quantities of no more than 100. The caps should be counted and placed in sealed clear plastic bags or paper lunch bags. Write total quantity and total point value of caps on outside of clear plastic bags or paper lunch bags.

4. Bonus Certificates: Place in paper lunch bags or envelopes and mark "Bonus Certificates." Write total quantity and total point value of Bonus Certificates on each paper lunch bag or envelope. Pack in first box and label Box #1. Note: Bonus Certificates must be received prior to listed expiration date. Do not mail Bonus Certificates separately.

5. Packing: Pack your submissions in corrugated boxes or priority envelopes. If necessary to use more than one box, mark the outside with the box number and total number of boxes being shipped (i.e., Box 1 of 3; Box 2 of 3; Box 3 of 3). Be sure your school's/organization's name and address are clearly marked on each box. Complete the **Labels for Education**® Order and Banking Form, and place the original Order and Banking Form inside Box #1 on top of contents. Include a copy of the order form in each box. Keep a copy of the **Labels for Education** Order and Banking Form for your records along with a copy of the mailing receipt. Note: Do not send the order form separately from the boxes.

6. Submissions do not qualify for an educational postage rate. C.O.D. or postage due shipments will not be accepted. Submissions may be shipped anytime throughout the year. Ship to the appropriate attention as follows:

LABELS FOR EDUCATION
806 S.E. 18th Avenue
Grand Rapids, Minnesota 55745
ATTN: MERCHANDISE ORDER

OR

ATTN: BANKING DEPOSIT
(Important Note: Please spell out Minnesota in the address.)

