



## Step-by-Step Instructions

It's easy to raise money for your school through fresh&easy's Shop for Schools program. Regardless of how many receipts you collect, simply follow the steps below and we'll make sure your school receives a check for your efforts.

**AWARENESS** – The more parents and teachers know about Shop for Schools, the more money you can help raise for your school. We've included a few posters for you to copy and distribute to teachers, students, and parents. Make sure everyone is clear on the timing of the program and how it works.

**COLLECT** – Save all your receipts and send them to the appropriate address at the END of the program. Shop for Schools will not accept more than one submission at the end of the program per school. Bundle receipts in stacks of 50 and secure them with a rubber band or place in a plastic zipper bag for safe handling.

**COUNT** – Make sure each receipt has the number of "points" earned and circled with blue or black pen in the top right corner. Each point is determined by the total amount [including tax] of the individual receipt. For example, a single receipt totaling \$39.90 is worth 1 point, while a single receipt for \$40.01 is worth 2 points (1 point equals \$1). See the examples below.

write the number of points per receipt in the top-right corner

0 points

2 points

| Receipt                 | Sub Total | Total Tax | Total | Points |
|-------------------------|-----------|-----------|-------|--------|
| Example 1 (Crossed out) | 18.50     | 0.00      | 18.50 | 0      |
| Example 2               | 48.74     | 0.00      | 48.74 | 2      |

(continued on back)



**PREPARE** – Completely fill out a Completion Form for the entire package of receipts, to be returned to Shop for Schools by February 1, 2010. Please keep a copy of the signed Completion Form for your records.

**SEND** – Package your receipts and Completion Form and send them to one of the addresses below. To ensure we receive your package, make sure to keep track of the date you send it and the shipping method.

For FedEx/UPS:

Graphcom  
c/o Shop for Schools  
2300 Defoor Hills Rd.  
Atlanta, GA 30318

For USPS:

Shop for Schools  
PO Box 250089  
Atlanta, GA 30325

**PAYMENT** – Checks will be issued by April 2010 for schools that properly return the Completion Form and receipts by February 1, 2010. Checks will be sent to the school in care of the designated Shop for Schools Coordinator. The money can be used for whatever your school needs most!

**QUESTIONS** – For more information on Shop for Schools, visit [freshandeasy.com/shopforschools](http://freshandeasy.com/shopforschools) or call toll-free 1-800-334-7455.

**SHOPPING NIGHTS FOR SCHOOLS** – On the Shop for Schools Registration Form, there is a box to check if you would like to participate in a Shopping Night for Schools. If you checked this box, a Shop for Schools representative will contact you to schedule an evening when your school will be able to earn 5% of sales from 4pm to 8pm on a designated day of the week at a local fresh&easy store. You will then be sent marketing materials to promote the fundraising event along with further details. If you did not indicate that you would like to participate on your Registration Form and would like to, please email us at [shopforschools@freshandeasy.com](mailto:shopforschools@freshandeasy.com).