HOME EDUCATORS
ASSOCIATION OF VIRGINIA

HEAV BOX TOPS SUBMISSION FORM

Box Tops for Education Program

Support Group_____

Coordinator Name _____ Phone (_____) _____-_____

E-mail Address _____ Date _____/_____/_____

Make check payable to: _____

Mail check to: _____

Street City State Zip

STEP ONE:

Determine the value of your Box Tops:

Number of Valid Box Tops	
Number of Bonus Box Tops	
Total Box Tops	
Multiply by 10 Cents	x $0.10
Total Value of Box Tops	$

Check one:

___ Donate the full value to HEAV
___ Total Value is $10 or more.
Please send a check for 50% to the address above. (added percentage)

Office Use Only	
Total Box Tops Received	
Invalid/Expired Box Tops	
Total Valid Box Tops	
Multiply by 10 cents	x $0.10
Total Value of Box Tops	$
Multiply by Half	x 0.5
Amount of Check:	$

STEP TWO:

Make sure that the Box Tops have not expired. Bundle neatly trimmed Box Tops together in groups of 50. You may use rubber bands or plastic zip bags to keep the bundle together. Please bundle securely for mailing.

STEP THREE:

PLEASE READ AND SIGN THE FOLLOWING:

I have enclosed bundled Box Tops (no photocopies or reproductions).
I have enclosed the completed and signed submission form, and kept a copy for my records.
I understand that all Box Tops must be ***received*** at the HEAV office by **September 30/February 1**.
I understand that our redemption check will be sent in late January/June.
I do not hold HEAV responsible for lost, damaged, or misdirected mail.
I understand that all Box Tops must carry the official General Mills Box Tops for Education logo on any cereal or non-cereal products to be redeemed. No other Box Tops will be accepted, nor will expired Box Tops be accepted.

Signature _____

(Box Tops coordinator for your support group)

STEP FOUR:

Mail Box Tops and this form to:
HEAV–Box Tops
P.O. Box 6745
Richmond, VA 23230-0745

HEAV cannot be responsible for Box Tops lost in the mail or for incomplete forms. To ensure delivery, consider sending your Box Tops by certified mail. Shipping costs are the responsibility of the sender.