



Ingles Tools for Schools

Coordinators Guide

Introduction

Over the past 11 years, Ingles Markets has contributed over 11 million dollars to schools using the Tools for Schools program. The money earned in the program has been used to purchase valuable learning tools and equipment. Public schools, private schools and home school associations, grades kindergarten through 12th, are encouraged to participate in the program. In the guide, you will find ways to attain the maximum results. Ingles Markets and our Tools for Schools program are committed to helping schools and students achieve their maximum education.

What's Inside

Forms:

- ✓ Ingles Tools for Schools Link Forms for Individual parents or friends of your school
- ✓ Ingles Tools for Schools Event link forms for special parent teacher or sporting events
- ✓ PTA/O Mass Enrollment Form

Important Dates:

- ✓ Program ordering deadlines, start and end dates.
- ✓ Dates to monitor for monthly dollar total reporting
- ✓ Timelines to follow for a successful school campaign
- ✓ Last date to spent amount earned

Important Contact Information:

- ✓ Contact names and phone numbers
- ✓ Website Address

Helpful Hints:

- ✓ Previously tried ideas that have helped schools and coordinators get great results from the program.

Ordering Information:

- ✓ How to browse the catalog
- ✓ Ordering contact information
- ✓ Procedures

Program Dates

Program Start Date: August 2, 2009

- ✓ This is the earliest possible date to start linking cards for the next year to the desired school. Because the Tools for Schools program is carry over program, each person must be re linked each year in order to achieve maximum success in the program.

Program End Date: May 30, 2010

- ✓ This is the final reporting date for the school year; final amount earned will be posted. If materials were not purchased throughout the year, this is when most schools purchase larger items or items that were a set goal.

Order Dates:

- ✓ Over the duration of the program, schools may order at any point. For those who worked towards goal items or if dollar amounts have not been used, June 25th is the final day to spend the amount earned.

Collection Period Dates:

<i>Collection Period</i>	<i>Posted to Website</i>
August 30 – September 26	September 30
September 27 – October 31	November 4
November 1 - November 28	December 3
November 29 – December 26	January 6
December 27 – January 30	February 3
January 31 – February 27	March 3
February 28 – March 27	March 31
March 28 – April 24	April 28
April 25 – May 29	June 2

Suggested Timeline for Beginning Your Program

July/August

- Write your school code on the provided individual and PTA/O link forms.
- Make copies of the forms with the numbers already provided
- Prepare a take-home letter for parents and boosters, encouraging them to support your school's Tools for Schools program.
- Include the individual link forms and parent letter in registration material provided to parents.
- Prepare a list of functions at your school where parents and boosters can link their cards. Include sporting events, PTA/O meetings, Open House and any other events parents will be found.

September

- Get you cards linked! This must be done each year. Here are some ideas on how to link the Ingles Advantage Card 12 digit number.
 - Collect all link forms. Have a representative from your school enter them on-line (www.ingles-markets.com). Parents and friends can link online if they wish.
 - Make copies and take to your local Ingles or send them directly to our offices:
 - Ingles Tools for Schools
PO Box 6676
Asheville, NC 28816
 - Gather PTA/O forms and fax to Tools For Schools Coordinator at (828) 669-3668

***Getting your linking information on-line is key to your programs success!*

October-April

- Maintain contact with boosters and parents. Encourage participants to continue shopping at Ingles to help your school earn more money.
- Keep link forms and program information available at all school functions.
- Check totals on reporting dates and inform participants on progress.

May

- Retrieve final dollars from www.ingles-markets.com.
- Order your school equipment prior to June 30, 2009.
- Send a thank you letter to your boosters and parents for their support.



Ideas that Work

Below you will find ideas that have been sent to us by coordinators who have had success with their program. If you develop a particular program that works well for you, share it with us!

- 👍 Strategically place a computer at school events so parents, teachers and boosters can link their Ingles Advantage Cards at their convenience.
- 👍 Contact your local Ingles and ask for a representative to be present at school events. The representative is an excellent voice for the program and will assist those wishing to support your school. Phone numbers can be found on our website: http://www.ingles-markets.com/store_locations/
- 👍 Pick a particular item that your school can work for at the beginning of the program, such as band instruments or a parachute for gym class. Encourage the community to help your school achieve their goal in buying that item. Send updates to parents and the community letting them know the progress that is being made towards that item.
- 👍 Get your schools website involved! Provide a link to the program website (www.ingles-markets.com). Parents and friends can link online if they wish and monthly updates are also available throughout the program.
- 👍 In the Tools for Schools program, an individual account can be set up for specific items. In the past, the Tools for Schools program have helped schools buy new band uniforms, instruments, and even a new air conditioning system! The process is the same as registering for a new school, but it does require approval. Contact the program coordinator to find out more!

Contact Information

Program Director: Melissa Leavell

Program Contact: Laura Moushey

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Website Address: www.ingles-markets.com

www.inglestoolsforschools.com