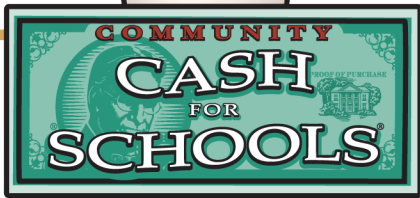




2011-2012 Instructions



Deadline for mailing all Community product UPCs and UPC Tracking Forms is January 31, 2012.

1. SIGN UP

Visit 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 contain high value UPCs.



Please refer to our Product Summary for a complete list of these products.

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, 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.
- 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. Mail your package through the U.S. Postal Service, and we recommend you purchase the USPS Package Tracking service for your package.

e. **Deadline for mailing all Community product UPCs and UPC Tracking Forms is January 31, 2012**

f. UPC shipments postmarked after January 31, 2012 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.

Then, decide how your school will spend the money!

For more information visit CommunityCoffee.com
or call toll free 1-800-525-5583

