

# ***A few tips to help you get started:***

1. Pick up and distribute the printed flyers for your school. Remember to upload the digital image sent to you for social media, and email the pdf flyer to your supporters as a reminder.
2. Set up an Earn & Learn receipt collection box in your front office, or any other high traffic area. Have a program flyer next to it for clarification. See [shopandlog.com/TMP/toolbox/TMPcollectingreceipts.pdf](http://shopandlog.com/TMP/toolbox/TMPcollectingreceipts.pdf) for more information.
3. Announce your school's participation in the program at your PTA meeting. If possible, have attendees sign up for Earn & Learn email. Please note that when you submit a receipt online, your email address is added to the subscription list.
4. Plan on a training session to explain how to submit receipts. Use the short instructional video to show supporters how to support your school anywhere and anytime – even from a smartphone!
5. This brings us to one of the most important and often overlooked aspect of the Earn & Learn program. **ANYONE CAN SUPPORT YOUR SCHOOL.** Be sure your family, friends and neighbors are aware of your school's participation and how they can submit receipts.
6. Promote the program! If you are having a Back to School Night, Book Fair, Volunteer Training, etc., make sure everyone is aware that your school participates in this no-cost fundraiser. There's a lot more to say, be sure to look at the publicity information and talking points page on this site for ideas on how to promote the program.
7. Additional "funds" fundraising opportunities are available at The Market Place. Be sure to schedule your restaurant nights at shopping center. **Download the fundraising info sheet** at [shopandlog.com/TMP/toolbox/TMPfundraising.pdf](http://shopandlog.com/TMP/toolbox/TMPfundraising.pdf) for a list of participants and more details. Your school will earn 5,000 points, plus double points. Please do not log individual receipts.
8. Updated points are posted twice a month at: [shopandlog.com/TMP/TMPpoints.pdf](http://shopandlog.com/TMP/TMPpoints.pdf) be sure to post points at school and update standings as needed.
9. For program meeting dates, visit [shopandlog.com/TMP/toolbox/TMPmeetings.pdf](http://shopandlog.com/TMP/toolbox/TMPmeetings.pdf). Please be sure and add these dates to your personal calendar. If you are not able to attend the meetings, arrange for someone to come in your place.
10. Be sure to review all the pages in the coordinator toolbox, filled with additional information and ideas to help your school be successful in the Earn & Learn program.