Dear Teachers:

It’s another exciting year! We are again selling SaveAround Coupon Books to raise money for our School!!! This is a highly valuable and profitable fundraiser for our school. We appreciate your help!

*After the end of the sale, you will receive one* ***FREE*** *Coupon Book**as a big* ***THANK YOU*** *for helping us retrieve money and unsold books from your students!*

Your packet contains books, a Parent Letter and your Class List (attached to this sheet) with students’ names. Please give a book to only these students to take home to their parents/guardians.

1. Please distribute the books on **day, month date** at the end of the day right before students get on buses and go to the car line. Instruct your students to place it in their backpacks and give the books to their parents.

1. On your teacher’s list, please place a check next to students’ names when a book or payment is returned to you.

1. Each morning during our sale after you have marked the returned books and payments on your teacher’s list; please ***send the books and the payments*** to the office. Please do not fill any orders.

1. During the sale you may be receiving additional books ordered by the parents with the student’s name on the outside of the bag. There is no need to track the additional books ordered, please simply send them home with the student.

1. Please return your Class List, any returned books, and payments to the office on **day, month date**, when the coupon book sale ends. We will give you a FREE coupon book as a huge THANK YOU for your help!!

**WE ARE VERY GRATEFUL FOR EVERYTHING YOU DO FOR OUR CHILDREN!! :)**