



School Enrollment Request\*

School Update Request

\*I have visited BTFE.com, read the official rules (www.boxtops4education.com/official-rules), and confirm that our K-8 school meets the eligibility requirements.

Requesting Administrator Name: \_\_\_\_\_ Email: \_\_\_\_\_

For Update Request Only –School ID: \_\_\_\_\_ and provide updated school name, address or grade range below

School Name (no acronyms; checks will be made out in the school name): \_\_\_\_\_

School Physical Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ School Phone: \_\_\_\_\_

School Mailing Address (if different from physical address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Principal Name (if different from above): \_\_\_\_\_

Principal Email: \_\_\_\_\_ School Website: \_\_\_\_\_

Beginning Grade: \_\_\_\_\_ End Grade: \_\_\_\_\_ Student Count: \_\_\_\_\_ Faculty Count: \_\_\_\_\_

School Type (schools must contain one or more grades from K - 8; choose one):

<input type="checkbox"/> Public	<input type="checkbox"/> Military (DoD)
<input type="checkbox"/> Private/Parochial (must provide proof of 501c3 letter or proof of state tax exemption)	<input type="checkbox"/> Home School/Home School Association (must provide proof of 501c3 letter or proof of state tax exemption, student count by grade, and curriculum)

School Administrator Signature**: Date:
Signature Required for New Enrollment and Update. **For New Enrollment: I have visited BTFE.com, searched by zip code, and confirm that this school is not currently enrolled in the Box Tops for Education Program.

For Office Use Only	
<input type="checkbox"/> Approved: School ID _____	<input type="checkbox"/> Update Reviewed and Approved
<input type="checkbox"/> Declined: Grade range too low or too high	<input type="checkbox"/> Declined: Duplicate. Use School ID: _____
<input type="checkbox"/> Declined: Documentation not provided	<input type="checkbox"/> Declined: Other _____
<input type="checkbox"/> 501c3 or state tax exemption	<input type="checkbox"/> Student count by grade
	<input type="checkbox"/> Curriculum

School eligibility will be determined by General Mills in its sole discretion. General Mills reserves the right to conduct its own research and/or request documentation (including without limitation proof of 501(c)(3) status and tax identification numbers) to verify eligibility for participation in the Box Tops for Education program. General Mills may deny participation in the program for failure to meet any of the verification or eligibility requirements.

Note that by participating in the Box Tops for Education Program, schools grant publicity rights to General Mills to use the school’s earnings information and identifying information, including name and city, in promotional and marketing materials in all forms of media, in perpetuity.

Please complete, sign and date the form, scan to create a .pdf, and send to [BoxTopsForEducationCustomerService@dialog-direct.com](mailto:BoxTopsForEducationCustomerService@dialog-direct.com). Be sure to include any required documentation as noted above. Please allow 30 days to process.