

Ingles Tools for Schools

2023-2024 Coordinator's Guide



Introduction

Over the past 18 years, Ingles Markets has contributed over 18 million dollars in school supplies 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 enhance their maximum education.





Resources Available to You

On Our Website

www.ingles-markets.com

Select Tools for Schools Icon



- ✓ Ingles Tools for Schools Link Forms for Individual parents or friends of your school:
- ✓ Coordinator's Guide: :
 - <http://www.ingles-markets.com/tfs/coordinatorrguide.pdf>
- ✓ PTA/O Mass Enrollment Form:
 - <http://www.ingles-markets.com/toolsforschools/ptaform.pdf>
- ✓ Direct Linking Enrollment Website:
 - www.inglestoolsforschools.com

In This Packet

Program Overview

- ✓ Formula for Receiving Money

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 spend amount earned

Helpful Hints:

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

Ordering Information:

- ✓ How to Redeem
- ✓ Special Requests

Important Contact Information:

- ✓ Contact names and phone numbers
- ✓ Website Address



Program Overview: How do we calculate the dollars?

Thank you in participating in the Tools for Schools Program. Our program is only for Pre-school through High Schools and does include Home School Associations. Please keep in mind that the Ingles' Tools for Schools calculation is based on the percentage of spending of all schools in the Tools for School program. We provide the following information to help you understand why the key to this program is **linking cards each year!**

At the end of each period, Ingles calculates the spending of participating linked customers for each school. The next step is to then calculate the total spending for all schools combined. Each school's spending is then calculated as a percentage of total spending for all participating schools. Each school then receives their percentage of that periods TFS Program's budget.

This means, the more cards you have linked, the more likely it is that you will receive more funds. Please keep in mind; you may email our Program Coordinator to verify how many customers you have linked to your school. Please see our section on ideas on how to increase your participation. Program Coordinator – Melissa Leavell Mleavell@ingles-markets.com

Remember, all parents and friends of your school must relink the card every year. Linking does not carry over from year to year.



Program Dates: Mark Your Calendar

Program Start Date: August 16th, 2023

✓ 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 not a carry over program, each person must be **re-linked each year in order to achieve maximum success in the program.**

Program End Date: June 23, 2024

✓ 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:

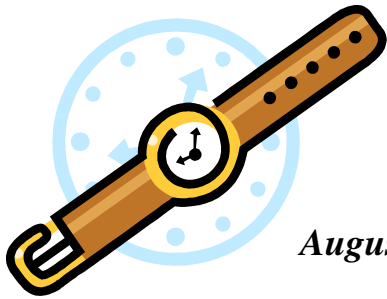
- ✓ Over the duration of the program, schools may order at any point. For those who worked towards goal items or if dollar amounts have not been used, **June 23, 2024** is the final day to spend the amount earned.

Collection Period Dates:

Open Enrollment Begins: August 16, 2023

Please remember you must re-link your cards every year. The more you have linked the more likely it is for you to earn dollars.

<i>Period</i>	<i>Dates</i>	<i>Posted to Website</i>
1	August 26 – September 30	October 6
2	October 1 – October 28	November 3
3	October 29 – November 25	December 1
4	November 26– December 30	January 5
5	January 1 – January 27	February 2
6	January 28 – February 24	March 1
7	February 25 – March 30	April 5
8	March 31 – April 27	May 10
9	April 28 – May 25	May 31



Suggested Timeline for Beginning Your Program

August

- Write your school code on our individual brochure and/or PTA/O link forms. PTA/O form link:
 - <http://www.ingles-markets.com/toolsforschools/ptaform.pdf>
 - The school code does not change from year to year
- **If you would like for us to link your cards, make copies of the forms with the numbers to ensure you have a copy for your records. Please put a contact name and number in the package or fax.**
 - If you have email, please contact us to let us know how many linking forms/card numbers to expect from your school.
- 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.

August/September

Get your 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 (<http://www.ingles-markets.com/toolsforschools/>). Parents and friends can link online if they wish.
- Make copies and send them directly to our offices:
Ingles Markets Inc.
Tools for Schools/Melissa Leavell
PO Box 6676
Asheville, NC 28816

- Gather PTA/O forms and fax to the Tools for Schools Coordinator at (828) 669-3668. Please include a contact name and number on the cover sheet. Attention Melissa Leavell

Getting your linking information entered on-line is key to your program's 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.inglestoolsforschools.com.
- **Order your school equipment prior to June 23, 2024.**
- Send a thank you letter to your boosters and parents for their support. You may wish to include in your letter a list of what you were able to purchase with your earnings.
- Email, call or write us! We would like to know how Ingles has helped your school!



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! Please remember, *you MUST have all 12 digits for the numbers to be the card to be used.* Remember, you can link friends, and family of your school. The customer does not have to have a child at your school; they just must want to be linked to your school.

-  When the children return to school, have a contest! The class with turning in the most Advantage Cards with the customer's name will receive a little party or prize. You may want to develop your own form for your school to have your school name and/or I.D. preprinted on the form.
-  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 office supplies or a computer. 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 school's website involved! Provide a link to the program website (<http://www.ingles-markets.com/toolsforschools/>). Parents and friends can link online if they wish and monthly updates are also available throughout the program.
-  We also are happy for you to use our graphics on your website. This may be found at www.ingles-markets.com/media. Please consider this our written permission to use the graphics provided.
-  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 advanced approval. Contact our Ingles Program Coordinator to find out more! (InglesTFS@ingles-markets.com)



👍 Ordering Information

How to Redeem

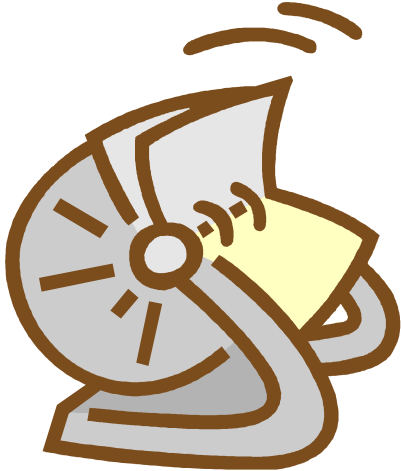
There are 3 ways to redeem your **Tools for Schools** dollars:

1. Order on the website, www.inglestoolsforschools.com (**Must have School ID and password to log in**)
2. Call in your order at 1-888-8TOOLS4
3. Download the redemption form from the How to Redeem section of the Ingles Tools for Schools website and Fax us your order at 1-888-5TOOLS4.

(<http://www.inglestoolsforschools.com/utilities/Information.asp>)

Special Request Items

While we strive to offer appropriate educational materials, as an additional resource, we will attempt to source the product you need that is not currently available on this web site. Please complete the Special Item Request form and send to us via fax or email. The form is located in the How to Redeem section of the Ingles Tools for School website (see above). While we will make every effort to meet your need, we will let you know if we will not be able to meet your request.



Contact Information

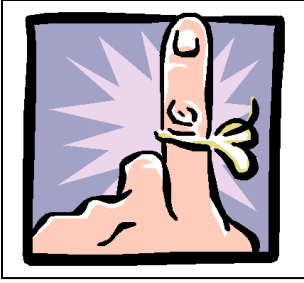
Ingles Program Coordinator e-mail address:
mleavell@ingles-markets.com

Fax Number: 1-828-669-3668 Attn. Tools for Schools

Website Addresses...

- ✦ To register for the first time:
www.inglestoolsforschools.com/secure/user/trans/signup.asp
- ✦ To link cards:
www.inglestoolsforschools.com
-2nd link under the Advantage Card
- ✦ To see how much you have earned or order items:
www.inglestoolsforschools.com
- ✦ To redeem your TFS dollars:
www.inglestoolsforschools.com/secure/user/trans/Login.asp

Please do not hesitate to contact us with any questions.
We are here to help!
We want to see you succeed.



Things to Remember

- ☞ Be sure there are 12 digits on the enrollment forms.
 - The small number on the bottom right hand side is very important! Without including this number, we are unable to link the card to your school.



12-Digit Card Number

- ☞ Re-linking must be done each year for the school to gain monies
- ☞ **Make copies of card numbers you send in**
 - Many hands touch the linking forms before it gets to the Program Coordinator, keep a copy for your records in case there are any questions.
 - If there is a problem with your account, or you feel your dollars are incorrect, please contact us immediately.
 - *Note: Ingles will not issue additional funds unless the school can provide the program coordinator with their backup copies.
- ☞ There is a special request form for items that aren't shown on website
- ☞ Be creative! Contests and incentives are great ways to get more parents involved
 - Every parent wants their child to excel and get rewarded; contests are a great way for parents to participate.
- ☞ Let Ingles know how they are supporting your school
 - Here at Ingles, we love hearing how we are helping your school. Whether it's the small things like pencils and paper, or bigger items such as playground equipment, we want to hear about it!!