Guide to a successful Penny Pick-up

In early December, Common Cents administers pick-up of coins from participating schools within the NYC area. In order to receive an accurate calculation of the school's collection, schools must comply with Common Cents' Penny Pick-up instructions.

We want to properly credit your school! Follow these instructions.

PENNY PICK-UP GUIDELINES*

1. To ensure proper credit, all Penny Harvest Sacks must be filled to the 30 lbs line (on the back of the Penny Harvest sack) and secured with a rubber band. Only one sack that does not reach the 30 lbs line is permitted.

2. All cash and checks must be kept in an envelope with the school's name printed on the front. Cash and/or checks left in the sacks will not be counted.

3. The Penny Harvest Coach or designated staff member is responsible for accurately reporting the coin and dollar amount that is handed to the pick-up driver on the Penny Harvest Pick-up Receipt. Common Cents will calculate the harvest total for each individual school based on data reported on the Pick-up Receipt.

4. Any subsequent funds that are collected by the school after the Penny Pick-up can be mailed to the Common Cents office up to one month after the pick-up date. Checks should be made payable to Common Cents. Enter —*School name* Penny Harvest‖ in the memo line. For example: *PS 570's Penny Harvest*.

Continue to the next page to read pick-up instructions.

**Excerpt from Penny Harvest 2010-11 Policies and Expectations found in your Penny Harvest Kit.*

Penny Pick-up Instructions

Pick-up at your school will take place some time between Dec. 1 —Dec. 14th, 2010

Do's

- DO submit your Mid Harvest Estimate Form by **Friday, November 5th**. Your pick-up date will be assigned once submitted.
- DO consolidate all coins by filling each sack to the **30 lbs** line and tightly securing with a rubber band at least a day ahead of pick-up. No need to separate out silver.
- DO convert all cash/checks into one check payable to **"Common Cents"** ***(put checks in an envelope and hand to driver and credit the amount on the pick-up receipt).***
- DO inform your school of your assigned pick-up date. That marks the end of your school's harvest.
- DO have sacks stationed on the ground floor as close to the exit as possible the morning of your assigned pick-up date.
- DO have someone (you or a colleague) present to release the pennies and sign the receipt during pick-up on the day of your assigned pick-up date.
- DO prepare for inclement weather. If school is open, expect the driver to show up. If your school is missed due to bad weather, your pick-up will be rescheduled.

Don'ts

DO NOT put any cash in the sacks.

DO NOT put any checks in the sack

DO NOT put any Penny Bags into the sacks.

DO NOT put plastic bags, jars or any other container into sacks.

It takes teamwork to ensure a smooth penny pick-up and an accurate count for your school.

Penny Harvest a program of Common Cents

SAMPLE - PENNY PICK-UP RECEIPT

TO BE COMPLETED BY SCHOOL REPRESENTATIVE

Date _____ Time _____

1) SCHOOL INFORMATION

School Name/Number _____

School Borough_____

Phone number _____

IF PENNIES NOT PICKED UP:

- □ School not ready
- □ School not participating
- □ Driver missed
- □ Other:

(To be filled out by driver.)

2) SACKS – **ALL SACKS SHOULD BE FILLED TO THE 30LB LINE.**

If there are sacks less than 30lbs, enter the number of sacks next to the closest estimate.

_____ # of Sacks filled to 30lb. line

_____ 20lbs. _____ 10lbs. _____ >10lbs.

_____Total number of sacks

If you counted or separated silver, write the **total** value/weight of sacks for each denomination. Circle the appropriate unit (lbs/$).

Pennies: _____ lbs. / $

Nickels: _____ lbs. / $

Dimes: _____ lbs. / $

Quarters: _____ lbs. / $

Total number of sacks: _____

3) CHECKS

_____ Number of checks

_____ Total value of checks in dollars

4) CASH -- Bills only

_____ Total value of cash in dollars

Place cash & checks in a signed, sealed envelope and hand to driver.

5) SIGNATURES

School Representative Name _____ **Title** _____

School Representative Signature _____

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