

**Coupons must be:**

1. FREE to recipient. Coupons offering a discount, registration, BOGO, or require a purchase will not be accepted.
2. No larger than 4.25" x 5.5"
3. Generic issue. Coupon may not include or identify specific honors or awards (eg., "Perfect Attendance Student"/"Honor Roll Student").
4. Submitted electronically ([Student and Staff Coupon Submission](#)) for review/approval prior to printing.
5. Provided in a quantity equivalent to or greater than the number of students and/or staff listed on "Student & Staff Counts" document for each receiving school.
6. Received by the community engagement office Sept. 9 - Nov. 4 and Jan. 6 - April 6.

**Examples:**

APPROVED:



DECLINED:

