

# Relay Recess



## SCHOOL INCENTIVE PROGRAM

Students raise money by collecting donations, participating in classroom challenges and other fun competitions. Your school can then earn various school supplies through the Incentives Program. All students who raise a minimum of \$10 receive a Relay For Life pencil and bookmark.

The school must raise a minimum of \$1,000 to qualify for participation. Prizes are awarded according to the chart below. Items consist of supplies from Staples that will assist in defraying the operating cost of the school to include:

- Copy paper
- Ink Cartridges
- Flip Chart Paper
- White Boards and markers
- Calculators

School \$ Raised	Staples Relay \$ Awards
\$1,000	\$50
\$2,000	\$100
\$2,500	\$125
\$5,000	\$250
\$7,500	\$375
\$10,000	\$500
\$12,500	\$675
\$15,000	\$750
\$20,000	\$1,000
\$25,000	\$1,250
\$30,000	\$1,500

Please see the Relay Recess Incentive Prize Order Form for specific products.



Visit [RelayForLife.org](http://RelayForLife.org)

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## FREQUENTLY ASKED QUESTIONS

### **Can my school order prizes other than those offered?**

The selection is limited to only the prizes listed.

### **Who is responsible for ordering the prizes?**

The school contact will give the form to their American Cancer Society staff person and the American Cancer Society will complete all orders.

### **Who is responsible for taxes or delivery fees on the ordered items?**

When orders are placed, the ACS will include the delivery fees when determining the worth of the prize. *(Example: School receives a \$500 order prize and chooses to order \$500 worth of copy paper. The admin will calculate the cost of the paper, taxes and delivery charges then the remainder is the amount of paper they can order.)*

### **Will schools be able to save their incentive to be used at a later date?**

All order forms must be submitted at the conclusion of Relay Recess. Orders must be placed within 30 days of the event. The exception is at the end of our fiscal year. Orders must be placed so that charges are in the same fiscal year as the event.

### **Where are the items shipped?**

All incentive prizes are delivered directly to the school to the attention of the identified employee contact.

### **Can items be returned for credit or exchange?**

No, the only exception will be if Staples sends wrong or damaged items. Schools must contact their American Cancer Society Staff person to handle corrections.

### **Who is responsible for dividing the prizes or determining usage for the school?**

We will place one order to be shipped to one location. The school will be responsible for distributing further.

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