

# Keys to Collecting Cartridges

As the designated “cartridge collector” for your school or organization, you will have many opportunities. We wanted to remind you of a few things that should help you with your empty cartridge collection efforts:

- For those of you collecting empties for your school...the new school year brings in new students and also brings a new set of parents. Send a letter or note home with the kids to remind the parents that you are collecting empty cartridges as a fundraiser and you would appreciate their support. They can bring cartridges from home or from work. We have a 3/page (reduces the amount of copies that have to be made) note that can be downloaded from our website at the following URL address: [http://www.dazz-cycle.com/pdfs/support\\_fliers.pdf](http://www.dazz-cycle.com/pdfs/support_fliers.pdf). These can be distributed to parents and teachers. If you are collecting cartridges for your organization and not with a school please refer to this URL address: [http://www.dazz-cycle.com/pdfs/nsv\\_support\\_fliers.pdf](http://www.dazz-cycle.com/pdfs/nsv_support_fliers.pdf). It is recommended to distribute this note every few months or at least twice a year since people tend to forget.
- Ask local businesses and corporations to donate cartridges to your school. Law Offices, Real Estate Companies, Hospitals, Government Offices, Military Bases, Insurance Companies, Car Dealerships, etc. all generate a lot of paperwork which results in the use of many cartridges.
- Obviously, cartridges can be collected from your school (media center, computer lab, classrooms, and the front office) or office. Don't forget to remind your staff, teachers, or organization members. Most of them also have spouses who can collect cartridges from their job. Don't hesitate to ask friends, family members, and neighbors as well.
- Don't forget to take cartridges out of printers that have died and are going to be thrown out or recycled.
- Please place collection bins or boxes as well as posters in prominent places so parents, students, teachers, and staff will be reminded. Many schools place Box Top Displays next to the office. Why not do the same with a Collection Bin with our poster on it? The URL to our Collection Poster is <http://www.dazz-cycle.com/pdfs/laminated-collection-bin.pdf>

**THE POSSIBILITIES ARE ENDLESS—Cartridges are everywhere !**  
Endless Possibilities translates into endless opportunities for your school or organization to raise funds. We hope you are able to take advantage of these opportunities.

**Good Luck with your collection efforts ☺ !!!**