

## Give Back to Schools Program Frequently Asked Questions

### PROGRAM INFORMATION

#### **Q: How does the Give Back to Schools Program work?**

A: Every time schools, teachers, students, parents and school supporters give a school's Give Back to Schools Program ID number when buying school and office supplies at Office Depot or OfficeMax, that school will be credited 5% of the qualifying purchases to use for free supplies. Credits are issued in the form of a merchandise certificate. A school must have a minimum of \$10 in credits for a certificate to be issued.

#### **Q: How long does this program run?**

A: This program runs all year long. You can credit your school every time you make a purchase. We tally the credits for schools quarterly:

January 1 - March 31

April 1 - June 30

July 1 - September 30

October 1 - December 31

#### **Q: Can I credit my school when making a purchase at the store, online and over the phone?**

A: Yes. You can provide your school's ID number when making a purchase in any U.S. store (excluding Puerto Rico and the U.S. Virgin Islands), by placing an order with customer service at 1-800-GO-DEPOT, or by placing an order at [officedepot.com](http://officedepot.com).

#### **Q: Are there specific items that qualify for this program?**

A: Yes. Generally, basic school and office supplies are qualifying purchases. For example notebook paper, pens/pencils, note pads, binders and much more. Products that do not qualify are all technology and consumer electronic products and accessories; media and software that is not education or reference related; all furniture items and furniture accessories; all ink and toner cartridges; Gift Cards; purchases from Copy & Print Depot™ and OfficeMax Services Center; postage stamps; and purchases made to contract business accounts.

#### **Q: Can I get a list of the specific items that qualify?**

A: A list of the qualifying product categories is available online at [officedepot.com/givebts](http://officedepot.com/givebts).

### PROGRAM PARTICIPATION

#### **Q: How can I find my school's ID number?**

A: Your local store can look up school ID numbers at each register. Customer service agents at 1-800-GO-DEPOT also have the ability to search for school ID numbers.

#### **Q: What if the store cannot find my school ID?**

A: If the school is not found in the Give Back to Schools Program database, the store associate can request to have it added and assigned a number. You can also email [backtoschool@officedepot.com](mailto:backtoschool@officedepot.com).

#### **Q: My school has an ID number. Do they have to re-enroll at some point or will this number stay the same?**

A: Once the school has an ID number assigned to them, it will remain the same. The school does not have to re-enroll for this program.

# Office DEPOT® OfficeMax®

## Give Back to Schools Program Qualifying Product Categories Updated January 2015

ADD MACH./POS ROLLS	FINANCIAL CALCULATOR	PAPER PRODUCTS
ADHESIVES	FLAG	PAPER TRIMMERS
ALTERNATIVE STORAGE	GENERAL ERGO ACCESS.	PENCILS
ART/DRAFTING SUPPLY	GENERAL OFFICE PAPER	PERMANENT MARKERS
BATTERIES	GRAPHING CALCULATORS	PERSONAL HYGIENE
BINDING MACHINES	HIGHLIGHTERS	PHOTO PAPER
BINDING SUPPLIES	HOLE PUNCHES	PRESENTATION
BOOKS	INKJET LABELS	PRESENTATION MARKERS
BREAKROOM	LABELING ACCESSORIES	PROJECT BOARDS
CALCULATOR/ORGANIZER	LABELS	RUBBERBANDS
CLEAN/PERSONAL CARE	LAMINATING MACHINES	RULERS
CLEANING SUPPLIES	LAMINATING SUPPLIES	SAFES
CLIPBOARDS	LEAD/REFILLS/ERASERS	SAFES CASH COIN & KEY
CLIPS/FAST/PUSH PINS	LETTER OPENER/KNIVES	SAFETY/SECURITY
COMP.ACCESS/STORAGE	MACH. CARD PRODUCTS	SCIENTIF. CALCULATOR
COMPUTER PAPER	MAN. LABELMAKERS	SCISSORS
CORRUGATED STORAGE	MAPS & ATLASES	SELF STICK NOTES
CURR/SECURITY/CHESTS	MARKERS/HIGHLIGHTERS	SHARPENERS
DESIGN PAPERS	MEDIA LABELS	SIGNS AND LETTERS
DISPLAY CALCULATORS	MEDIA STORAGE	SOFTWARE/BOOKS
DRAFTING	NAME BADGES	SPECIALTY PAPER
DRY ERASE BOARDS	NOTES/ADHESIVES	STAPLING
EASEL PADS & EASELS	OFFICE ESSENTIALS	STATIONERY & CARDS
EDUC.& REF. SOFTWARE	OFFICE STATIONERY	STORAGE
ELECTRONIC LABELING	OFFICE SYSTEMS	TAPE & DISPENSERS
FAX PAPER	ORGANIZER/REFERENCE	TRANSPARENCIES
FILING/ID LABELS	OVERHEAD PROJECTORS	WASTEBASKETS/BAGS
	PADS/WRIST RESTS	

Pre-K-12th grade only. Not available in Puerto Rico or the U.S. Virgin Islands. 5% of qualifying purchases made during each program period will be offered quarterly as an Office Depot® OfficeMax® Merchandise Certificate to the participating school designated by each customer (up to a total of \$10 million). Products that do not qualify are: technology and consumer electronic products and accessories, media and software that is not education or reference related; furniture and furniture accessories; ink and toner; gift and prepaid cards; postage stamps; purchases from Copy & Print Depot™ and OfficeMax Services Center; and purchases made to contract business accounts. Credits are not available to schools with less than \$10 in tallied credits. Unaccepted/declined credits are void. Visit [OfficeDepot.com/givebts](http://OfficeDepot.com/givebts) for details.