

2026 - 2027 COORDINATOR'S GUIDE

# ingles Tools For Schools!



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Ingles Markets will start the 2026-2027 program in August. Ingles Markets is committed to supporting the **Tools for Schools** Program.

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## RESOURCES AVAILABLE ON OUR WEBSITE

ingles-markets.com

Select the **Tools for Schools** Icon

- Ingles **Tools for Schools** Link Forms for Individual parents or friends of your school:
- Coordinator's Guide:  
[ingles-markets.com/tfs/coordinatorsguide.pdf](https://ingles-markets.com/tfs/coordinatorsguide.pdf)
- PTA/O Mass Enrollment Form:  
[ingles-markets.com/toolsforschools/ptaform.pdf](https://ingles-markets.com/toolsforschools/ptaform.pdf)
- Direct Linking Enrollment Website:  
[inglestoolsforschools.com](https://inglestoolsforschools.com)

## RESOURCES AVAILABLE IN THIS PACKET

- **Program Overview**  
Formula for Receiving Money
- **Important Dates:**  
Program ordering deadlines, start and end dates  
Dates to monitor for monthly dollar total reporting  
Timelines to follow for a successful school campaign  
Last date to spend amount earned
- **Helpful Hints:**  
Previously tried ideas that have helped schools and coordinators get great results from the program.
- **Ordering Information:**  
How to Redeem  
Special Requests
- **Important Contact Information:**  
Contact names and phone numbers  
Website Address

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Tools For Schools!

## PROGRAM OVERVIEW

### HOW DO WE CALCULATE THE DOLLARS?

Thank you in participating in the **Tools for Schools** Program. Our program is only for Preschool through High Schools and does include Home School Associations. Please keep in mind that the Ingles' Tools for Schools calculation is based on the percentage of spending of all schools in the **Tools for School** program. **We provide the following information to help you understand why the key to this program is linking cards each year!**

At the end of each period, Ingles calculates the spending of participating linked customers for each school. The next step is to then calculate the total spending for all schools combined. Each school's spending is then calculated as a percentage of total spending for all participating schools. Each school then receives their percentage of that periods **TFS** Program's budget.

This means, the more cards you have linked, the more likely it is that you will receive more funds. Please keep in mind; you may call our Program Coordinator to verify how many customers you have linked to your school. Please see our section on ideas on how to increase your participation. Program Coordinator – Melissa Leavell  
mleavell@ingles-markets.com

**Remember, all parents and friends of your school must relink the card every year. Linking does not carry over from year to year.**



# SUGGESTED TIMELINE FOR BEGINNING YOUR PROGRAM

## AUGUST

- Write your school code on our individual brochure and/or PTA/O link forms.  
PTA/O form link: [ingles-markets.com/toolsforschools/ptaform.pdf](http://ingles-markets.com/toolsforschools/ptaform.pdf)  
The school code does not change from year to year
- **If you would like for us to link your cards, make copies of the forms with the numbers to ensure you have a copy for your records. Please put a contact name and number in the package or fax.**  
If you have email, please contact us to let us know how many linking forms/card numbers to expect from your school.
- Prepare a take-home letter for parents and boosters, encouraging them to support your school's **Tools for Schools** program.
- Include the individual link forms and parent letter in registration material provided to parents.
- Prepare a list of functions at your school where parents and boosters can link their cards. Include sporting events, PTA/O meetings, Open House and any other events parents will be found.

## AUGUST-SEPTEMBER

- Get your cards linked! **This must be done each year.** Here are some ideas on how to link the **Ingles Advantage Card** 12 digit number.
- Collect all link forms. Have a representative from your school enter them on-line ([ingles-markets.com/toolsforschools](http://ingles-markets.com/toolsforschools)). Parents and friends can link online if they wish.
- Make copies and send them directly to our offices:  
Ingles Markets Inc. / **Tools for Schools**  
PO Box 6676, Asheville, NC 28816  
Attn: TFS Coordinator, Advertising
- Gather PTA/O forms and fax to the Tools For Schools Coordinator at (828) 669-3668. Please include a contact name and number on the cover sheet.

*Getting your linking information entered on-line is key to your programs success!*

## **SUGGESTED TIMELINE FOR BEGINNING YOUR PROGRAM** (continued)

### **OCTOBER–MAY**

- Maintain contact with boosters and parents. Encourage participants to continue shopping at Ingles to help your school earn more money.
- Keep link forms and program information available at all school functions.
- Check totals on reporting dates and inform participants on progress.
- Retrieve final dollars from [www.inglestoolsforschools.com](http://www.inglestoolsforschools.com).
- **Order your school equipment prior to June 30, 2027.**
- Send a thank you letter to your boosters and parents for their support. You may wish to include in your letter a list of what you were able to purchase with your earnings.
- Email, call or write us! We would like to know how Ingles has helped your school!





## IDEAS THAT WORK!

Below you will find ideas that have been sent to us by coordinators who have had success with their program. If you develop a particular program that works well for you, share it with us! **Please remember, you MUST have all 12 digits for the numbers to be the card to be used.** Remember, you can link friends, and family of your school. The customer does not have to have a child at your school; they just must want to be linked to your school.

### HAVE A CONTEST!

When the children return to school, have a contest! The class with turning in the most Advantage Cards with the customer's name will receive a little party or prize. You may want to develop your own form for your school to have your school name and/or I.D. preprinted on the form.

### PICK AN ITEM!

Pick a particular item that your school can work for at the beginning of the program, such as office supplies or a computer. Encourage the community to help your school achieve their goal in buying that item. Send updates to parents and the community letting them know the progress that is being made towards that item.

### USE YOUR WEBSITE!

Get your school's website involved! Provide a link to the program website ([ingles-markets.com/toolsforschools](http://ingles-markets.com/toolsforschools)). Parents and friends can link online if they wish and monthly updates are also available throughout the program.

### USE OUR GRAPHICS!

We also are happy for you to use our graphics on your website. This may be found at [ingles-markets.com/media](http://ingles-markets.com/media). Please consider this our written permission to use the graphics provided.

### SET UP AN INDIVIDUAL ACCOUNT!

In the Tools for Schools program, an individual account can be set up for specific items. In the past, the **Tools for Schools** program have helped schools buy new band uniforms, instruments, and even a new air conditioning system! The process is the same as registering for a new school, but it does require advanced approval. Email our Ingles Program Coordinator to find out more! [InglesTFS@ingles-markets.com](mailto:InglesTFS@ingles-markets.com)

Tools For Schools!

## ORDERING INFORMATION

There are 2 ways to redeem your  
**Tools for Schools** dollars:

### 1. Online

Go to **ingletoolsforschools.com**  
and log in with your school ID  
and password.

### 2. Phone

Call us at **1-888-8TOOLS4**

#### SPECIAL REQUEST ITEMS

While we strive to offer appropriate educational materials, as an additional resource, we will attempt to source the product you need that is not currently available on this website. Please complete the "**Special Item Request**" form and send to us via fax or email. The form is located in the "**How to Redeem**" section of the Ingles **Tools for School** website. While we will make every effort to meet your need, we will let you know if we will not be able to meet your request.

**ALL FORMS AVAILABLE AT:**

**[ingletoolsforschools.com/utilities/Information.asp](http://ingletoolsforschools.com/utilities/Information.asp)**



A decorative header featuring various yellow school supplies including pencils, paper clips, a ruler, and a paper airplane, set against a light blue background.

# **Tools For Schools!**

## **CONTACT INFORMATION**

**MELISSA LEAVELL**

INGLES PROGRAM COORDINATOR

[mleavell@ingles-markets.com](mailto:mleavell@ingles-markets.com)

Fax 1-828-669-3668

Attn. **Tools For Schools**

### **WEBSITES**

**To register for the first time:**

[ingletoolsforschools.com/secure/user/trans/signup.asp](http://ingletoolsforschools.com/secure/user/trans/signup.asp)

**To link cards:**

[ingletoolsforschools.com](http://ingletoolsforschools.com)

-2nd link under the Advantage Card

**To see how much you have earned or order items:**

[ingletoolsforschools.com](http://ingletoolsforschools.com)

**To redeem your TFS dollars:**

[ingletoolsforschools.com/secure/user/trans/Login.asp](http://ingletoolsforschools.com/secure/user/trans/Login.asp)

**PLEASE DO NOT HESITATE TO  
CONTACT US WITH ANY QUESTIONS.  
WE ARE HERE TO HELP!  
WE WANT TO SEE YOU SUCCEED.**

# THINGS TO REMEMBER

- **BE SURE THERE ARE 12 DIGITS ON THE ENROLLMENT FORMS**



*The small number on the bottom right hand side is very important! Without including this number, we are unable to link the card to your school.*

- **YOU MUST RE-LINK YOU CARD EVERY YEAR TO EARN DOLLARS**

- **MAKE COPIES OF CARD NUMBERS YOU SEND IN**

- Keep a copy for your records in case there are any questions.
- If there is a problem with your account, or you feel your dollars are incorrect, please contact us immediately.

**\*Note: Ingles will only issue additional funds if the school provides backup copies.**

- **THERE'S A SPECIAL REQUEST FORM FOR ITEMS NOT ON THE WEBSITE**

- **BE CREATIVE! CONTESTS AND INCENTIVES ARE GREAT WAYS TO GET MORE PARENTS INVOLVED**

- Every parent wants their child to excel and get rewarded; contests are a great way for parents to participate.

- **LET INGLES KNOW HOW THEY ARE SUPPORTING YOUR SCHOOL**

- Here at Ingles, we love hearing how we are helping your school. Whether it's the small things like pencils and paper, or bigger items such as playground equipment, we want to hear about it!

| PERIOD | DATES                 | POSTED TO WEBSITE |
|--------|-----------------------|-------------------|
| 1      | Aug 3 - Aug 29, 2026  | Sep 21            |
| 2      | Aug 30 - Sep 26       | Oct 23            |
| 3      | Sep 27 - Oct 31       | Nov 25            |
| 4      | Nov 1 - Nov 28        | Dec 21            |
| 5      | Nov 29 - Dec 26       | Jan 27, 2027      |
| 6      | Dec 27 - Jan 30, 2027 | Feb 22            |
| 7      | Jan 31 - Feb 27       | Mar 24            |
| 8      | Feb 28 - Mar 27       | Apr 20            |
| 9      | Mar 28 - Apr 24       | May 24            |
| 10     | Apr 25 - May 29       | Jun 21            |



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[inglestoolsforschools.com](http://inglestoolsforschools.com)