When the classes arrive to the gym have the art or music teacher collect the envelopes. This teacher is the designated money counter. He/she should have a volunteer to help enter the donation dollar amounts into the computer.

For security purposes, do not have the volunteer count the money. This should be the job of a teacher only. Be sure to put money that is turned in prior to the event date in the school safe so that it is secure.”

Give away small extra donated prizes for kids that turn in their envelope into the Heart Box in the office.

Do reminders on the morning announcements.