

Church Instructions

Atlantic Natural Foods (ANF) UPC/LABEL GUIDELINES

1. UPC Bar Code labels from Worthington, Loma Linda, and Caroline CANS are eligible to be counted. All UPC codes from these canned products must begin with 28989 and 45561. (Even though frozen foods may begin with this number, they must NOT be counted.) **NOTE: Cedar Lake, Vibrant Life labels and Worthington frozen are NOT ELIGIBLE.**
2. The designated leader sorts the labels making sure that each one is from cans from one of the three brands listed in # 1 (and not from any frozen product) and that each one has either 28989 or 45561 at the beginning of the code.
3. Next the qualifying labels are counted and the Church Report Form filled out. Additional forms may be obtained by contacting your conference.
4. Forms should be filled out each quarter and sent to the conference:
1st Quarter (January, February, March) Report Due: April 30
2nd Quarter (April, May, June) Report Due: July 31
3rd Quarter (July, August, September) Report Due: October 31
4th Quarter (October, November, December) Report Due: January 31
5. Mail the completed and signed report form to: your local conference. (Note: The person by signing the form is verifying that he/she met all the guidelines included on this page.)
6. The UPC codes along with a copy of the church report form should remain at the local church and be stored for one year. At the end of the year, the labels should be destroyed. (Suggestion: Put the UPCs in a quart or gallon size baggie along with a copy of the report form. Write on the outside of the baggie "Counted and Reported -Destroy after ##/##/##"(specify one year from date of report). This will safeguard the labels being accidentally counted and reported again.
7. The conference will compile all the church report forms each quarter and send a conference report form to Atlantic Natural Foods. ANF will issue a check to the conference for \$.25 per label. **The conference will distribute the funds at their direction. The church does not receive the money.**

Any questions should be directed to your conference office, and not to Atlantic Natural Foods.