

# INSTRUCTIONS FOR COMPETITION CLUE SUBMISSION SLIPS

Employees will use [Competition Clue Submission Slips](#) to write their food waste reduction ideas throughout the competition. These slips will be submitted into the briefcase via the top slot under the handle. Submissions will be collected weekly and entered into the [Opportunity Register](#).

## Prepare the Submission Slips:

Each letter-sized page contains four slips. To determine how many to print, estimate that each participant will submit 1-4 clues. Additional slips can be printed as needed.

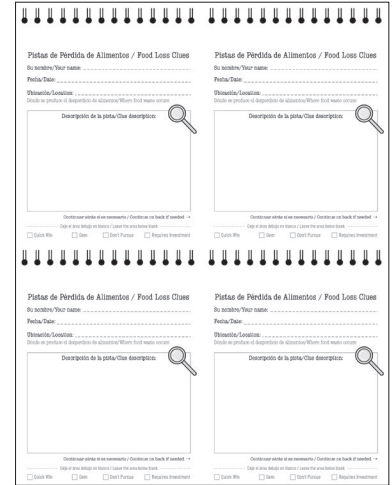
- 1 Print the full page in black and white, portrait, letter-sized paper.
- 2 Cut each printed sheet in half vertically and horizontally.
- 3 Each sheet yields four individual smaller slips.
- 4 Create two sample slips to help employees understand how to fill them out. Include examples of required fields and sample food waste reduction ideas.

## Set Up the Submission Slips:

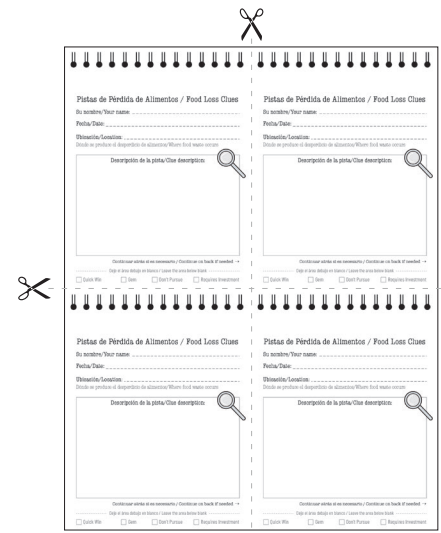
- Post the competition sample slips on a wall near the briefcase box and place the blank competition clue slips next to the briefcase.
- Keep slips organized by clipping them together with a binder clip (optional).
- Provide pens nearby and check daily to ensure they are available and functional.

## Assign a Person to Manage Submissions By:

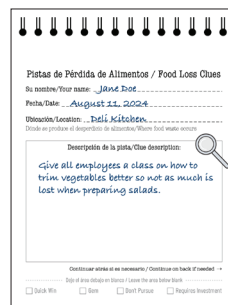
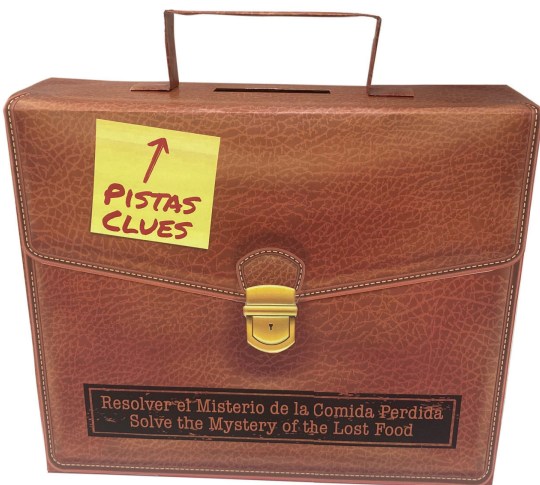
- Collecting slips from the briefcase regularly
- Replenishing slips when needed
- Translating submissions (if necessary)
- Entering ideas into the Opportunity Register



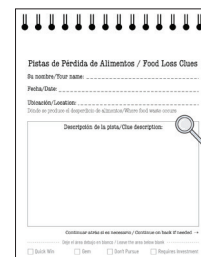
1 PRINT COMPETITION CLUE SUBMISSION SHEETS (8.5 x 11)



2 TRIM SUBMISSION SHEETS (8.5 x 11) INTO QUADRANTS



4 SAMPLE SUBMISSION SLIPS NEAR BRIEFCASE



3 BLANK SUBMISSION SLIPS WILL BE 4.25 x 5.5 AFTER TRIMMING