Dear Parents,

We would like to invite you to use our Stationery Ordering Facility, provided by our Friends of MECS group. We encourage you to use this service, as it not only makes things easier for you, it also raises valuable funds for our school. Please note that there are a few compulsory items on each list that need to be purchased from MECS. We encourage all students to reuse (where possible) items of stationery from the previous year. We also require some volunteers to help us with packing and sales. Please fill out the form at the bottom if you are able to help us.

Process:

1. Please complete and return your stationery list to the school office by **THURSDAY 18 SEPTEMBER 2014**.
   - Write student’s name
   - Tick which date you will be collecting your stationery
   - Enter the quantity of each item you wish to purchase
   - Total the $ column
   - Tick the 2nd hand box if you would like 2nd hand text books. (Where books are available, Friends of MECS will alter your $ total to reflect the 2nd hand book price)

2. Please collect and pay for your ordered stationery on your nominated collection date.
   - Collect your order from the Study Centre in the Senior School (32 Hawkins Road – Gate 2) on the date you specified: **Tuesday 9 December 2014** (9am – 3pm) – 1st stationery pick up day OR **Thursday 29 January 2015** (9am – 12 noon) – 2nd stationery pick up day.
   - Pay for your order by cash, cheque (made payable to ‘Mount Evelyn Christian School’) or credit card. **Please do not send money with this order form.**

Other notes:

- We are unable to supply any stationery items without payment at the time of pickup.
- If some stationery items are not available at the time of pick-up, back orders will be distributed to your child in their classes when the items arrive at the school.
- Retain your stationery order sheets for future reference and for back orders.
- Penalties – (unfortunately we need these 😞)
  - Failure to submit order by Thursday 18 September 2014 = $5 per student
  - Failure to collect stationery order on designated day = $5 per student
  - Orders received after Tuesday 9 December 2014 will not be available until Thursday 29 January 2015

(Penalties do not apply to new families in 2015 because of the timing of the enrolment process)

Return this slip to the office by **Thursday 18 September 2014**

**Friends of MECS** would like some volunteers to help with packing and sales. Please indicate below your willingness to help. It’s actually good fun!

I am able to help with **packing** on:
- **Wed 3 Dec 2014** 9am – 12 noon
- **Wed 3 Dec 2014** 12.30pm – 3pm
- **Thur 4 Dec 2014** 9am – 12 noon
- **Thur 4 Dec 2014** 12.30pm – 3pm

I am able to help with **supply** on:
- **Tues 9 Dec 2014** 8.30am – 12 noon
- **Tues 9 Dec 2014** 12 noon – 3pm
- **Thur 29 Jan 2015** 8:30am – 12 noon (sales)
- **Thur 29 Jan 2015** 1pm – 3 pm (pack-up)

Name: ______________________________ Email: ______________________________

Contact No/s: ______________________________
# 2015 Student Stationery List – Prep

**Student Name:** ____________________________

**Order Collection date:** Tues 9 December, 2014 [ ] OR Thurs 29 January, 2015 [ ]

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Quantity required for year</th>
<th>Price $ EA</th>
<th>No. required</th>
<th>TOTAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RING BINDER FOLDER</strong></td>
<td>1</td>
<td>3.00</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>SCRAPBOOK</strong></td>
<td>7</td>
<td>1.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXERCISE BOOK – A4</strong></td>
<td>2</td>
<td>0.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DOCUMENT WALLET</strong></td>
<td>1</td>
<td>0.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ZIP WALLET</strong></td>
<td>1</td>
<td>5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1 set of Numicon Shapes</strong></td>
<td>1</td>
<td>10.00</td>
<td>1</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>PENCILS HB</strong></td>
<td>6</td>
<td>0.80</td>
<td>6</td>
<td>4.80</td>
</tr>
<tr>
<td><strong>PENCILS Coloured</strong></td>
<td>1</td>
<td>4.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PENCIL CASE</strong></td>
<td>1</td>
<td>2.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MARKERS</strong></td>
<td>1</td>
<td>4.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MARKERS</strong></td>
<td>1</td>
<td>3.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CRAYONS</strong></td>
<td>1</td>
<td>5.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PVA GLUE</strong></td>
<td>1</td>
<td>3.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ERASER</strong></td>
<td>3</td>
<td>0.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIBRARY BAG</strong> *</td>
<td>1</td>
<td>3.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SMOCK – Waterproof</strong></td>
<td>1</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BOOK BOX MAGAZINE HOLDER</strong></td>
<td>1</td>
<td>3.20</td>
<td>1</td>
<td>3.20</td>
</tr>
</tbody>
</table>

* Compulsory – available from MECS

**TOTAL COST (includes GST) $**********

Please NAME markers, zoom crayons, connector pens and all other items.

Please **DO NOT NAME:** eraser, PVA glue, coloured pencils or HB pencils (these will be used communally).

Please **COVER books:** so that your child can easily distinguish their items. A label will be provided to you in November, so that your child will be able to identify specific books.

* Payment is due when you collect your order.
  * Please retain this sheet after your order has been collected for future reference and for back orders.