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 17 September 2015.
   - 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

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 8 December 2015 (9am – 3pm) – 1st stationery pick up day OR Thursday 28 January 2016 (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 17 September 2015 = $5 per student
  - Failure to collect stationery order on designated day = $5 per student
  - Orders received after Tuesday 8 December 2015 will not be available until Thursday 28 January 2016

(Penalties do not apply to new families in 2016 because of the timing of the enrolment process)

Return this slip to the office by Thursday 17 September 2015

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 2 Dec 2015 9am – 12 noon
- Wed 2 Dec 2015 12.30pm – 3pm
- Thur 3 Dec 2015 9am – 12 noon

I am able to help with supply on:
- Tues 8 Dec 2015 8.30am – 12 noon
- Tues 8 Dec 2015 12 noon – 3pm
- Thur 28 Jan 2016 8.30am – 12 noon (sales)
- Thur 28 Jan 2016 1pm – 3 pm (pack-up)

Name: ___________________________ Email: ___________________________

Contact No/s: ___________________________
# 2016 Student Stationery List – Year 1

**Student Name:** ______________________________________

**Order Collection date:**

- Tues 8 December, 2015 [ ]
- Thurs 28 January, 2016 [ ]

<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>
</table>
| **SCRAPBOOK** 64p (NOT Newsprint)**  
For Maths, Library, Core Studies,  
Word Work (+ 4 named spares)        | 8                           | 1.55       |              |         |
| **EXERCISE BOOK** (335 x 245mm)**  
24mm Dotted 3rds, 64p (Large Book)  
For Genre Writing, Work on Writing,  
Home Studies, Spelling Tests,  
Handwriting, Scripture (+ 2 named spares) | 8                           | 1.30       |              |         |
| **VISUAL ART DIARY** Spiral bound A4 (120 pages) For Art | 1                           | 4.50       |              |         |
| **DISPLAY BOOK A4** Portfolio (clear front) | 1                           | 1.30       |              |         |
| **ZIP WALLET A3** For Take Home Readers | 1                           | 5.00       |              |         |
| **PENCILS – 2B** Junior Grip Triangular Pencils | 10                          | 0.80       |              |         |
| **PENCILS – COLOURED** Columbia Formative - Pk 10 | 1                           | 4.30       |              |         |
| **PENCIL CASE** 375 x 265 mm 2 Zip | 1                           | 2.65       |              |         |
| **CRAYONS** Zooms Propelling Large - Pkt 12 | 1                           | 5.70       |              |         |
| **MARKERS** Faber Castell Connectors - Pkt 10 | 1                           | 3.20       |              |         |
| **GLUE STICKS** 35 gram | 4                           | 2.20       |              |         |
| **ERASER** Soft white | 3                           | 0.45       |              |         |
| **PENCIL SHARPENER** Metal (double holed) | 1                           | 0.90       |              |         |
| **RULER** Clear plastic with cm & mm- 30 cm | 1                           | 0.90       |              |         |
| **SCISSORS (R/H) OR** 160mm R/H medium ** OR** | 1                           | 2.50       |              |         |
| **SCISSORS (L/H)** 130 or 160mm L/H medium | 1                           | 1.50       |              |         |
| **LIBRARY BAG** * Used from Prep to Yr 4 | 1                           | 3.00       |              |         |
| **ART SMOCK** Used from Prep to Yr 2 | 1                           | 10.00      |              |         |

*Compulsory – available from MECS

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

Please **NAME:** Books, markers, zooms crayons, coloured pencils and all other items.

Please **do NOT NAME:** eraser or 2B pencils (these will be used communally).

Please **COVER books:** so that your child can easily distinguish their items. Books should be named with child’s name and subject.

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*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.*