



STEWART HOUSE Donation Drive 2020

Please issue the attached envelopes to your families and ask them to donate \$2.00 for a chance to win a \$4,000 FAMILY HOLIDAY.

Completed **empty** envelopes (with legible name & contact phone number) must reach Stewart House by Friday 29th May 2020, in time for the draw at 12pm on this date. We will reconcile these to payments received via EDConnect. Unused envelopes may be appropriately recycled.

Families & Supporters

Follow these 3 easy steps

STEP 1... Take home the envelope and fill in your name, address, telephone number and school.

STEP 2... Insert a donation of at least \$2 into the envelope and seal it.

STEP 3... Return the envelope to your school / office.

School & Office Staff

Follow these 4 easy steps

STEP 1... Please open envelopes, count and record all money returned to your school. **It is illegal to send cash through the mail** - many thanks for the extra work involved in this process.

STEP 2... Post empty envelopes (with completed details on the back) to Stewart House, PO Box 21, FRESHWATER, NSW 2096.

STEP 3... Make payment to Stewart House via either options (i) or (ii) below:

(i) Complete a **Special Payment Request** on the DoE finance system and email this together on school letterhead advising that the payment request is for a donation to Stewart House from money raised by....**School Name - Donation Drive** (for example - Harbord PS - DD) to: EDConnect.accounts payable.schools@det.nsw.edu.au. The **Stewart House vendor number is 100010992**. (You cannot use the schools one time vendor account.)

(ii) Payment via our website using your **School Pcard**. Please click the **Donate Now** button on the Stewart House homepage www.stewarhouse.org.au. Type in the amount and follow the prompts. Please select "**Donation Drive**" in the additional information drop down at checkout.

Please note, donations to Stewart House are **GST free**.

STEP 4... We will issue a receipt for the total school donation.

NOTE: Supporters of Public Education are welcome to enter the draw. If you work at a school, please submit your envelope as part of the general school donation drive entry. If you work in an office, please send your emptied envelopes and cheque for the total donation by post to Stewart House (PO Box 21, Freshwater, NSW, 2096) or make payment through the credit card portal on the Stewart House website stewarhouse.org.au.

Important Information

The winning entry for the \$4,000 family holiday to a destination of choice (brokered through JC Travel Professionals) will be drawn on Friday 29th May 2020 at 12pm. The winner and the winner's school will be contacted by phone and email. Full terms and conditions for this competition are available on our website www.stewarhouse.org.au.



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www.stewarhouse.org.au
/StewartHouse2096



Education

