



Friends of West Jesmond Primary School

Christmas Card, Mug & Products

Fundraising Project

October 2019

Dear Parents / Carers

This year our school is raising money by taking part in the **RUDOLPH CARDS** Personalised Card, Mug and Products Project!

Your child (or children) has designed a special picture which can be printed on to their very own packs of Christmas Cards or on a ceramic Mug and other products.

All you need to do is:

1. Ensure your child's name and class are entered correctly, in block capitals, on the order form.
2. Fill in the number of each item you would like on the order form.
3. Pay via SIMs Pay (in the 'Online Shop' section).
 - a. Please select the products you are ordering and quantity.
 - b. The total generated on SIMS should agree with the total on your order form.
4. **PLEASE DO NOT PAY FOR SIBLINGS' ORDERS ON THE SAME SIMS ACCOUNT** – this makes checking orders very difficult for our volunteers.
5. Return the completed order form, unfolded (checking you have paid via SIMS) to school by **MONDAY OCTOBER 21st AT THE LATEST!**

Thank you in anticipation of your support with this Fundraiser!

