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MATERIALS Order Form 2016-2017—Year D & REIMBURSEMENT Claim Form 2016-2017

Note: the order for Reading and Reflection Guides and the reimbursement claim for mentor's textbooks will be processed in our office after registrations for your group have been received. The registration of a group must include a Student Registration Form and fee payment for each student in the group, together with completed Mentor Registration Forms for the group mentor(s).

Administrative Mentor: Shipping Address for Reading and Reflection Guides

Name: _____
Last First Initial

Address: _____
(care of—for example—St. Mary's Church, Vancouver - or - Diocesan Office, Kootenay, etc.)

Street

City Province Postal Code

Phone: _____ Alternate Phone: _____

Email: _____ Group #/ID: _____
Group 1 Group 2

Materials Order Form

Reading and Reflection Guide Year D

Total Number of students registered (both groups): _____

Total Number of mentors registered (both groups): _____

Total Number of Reading and Reflection Guides ordered: _____

The Reading and Reflection Guides are published each year by EfM in Sewanee, Tennessee. This year they will be printed locally and once again shipped from our Kelowna office to our Canadian groups. We hope that this will continue to offer a considerable cost savings when compared to the cost of shipping directly to mentors from Sewanee. We have again been assured of their timely publication this year and hope to have them printed and available well before group start-ups in the fall.

Reimbursement Claim Form

Notes: mentors are eligible to claim reimbursement for texts on the basis of their group(s) registration. If a group, for example, has 3 students registered in Year One and 4 students registered in Year Three, reimbursement can only be claimed for the cost of the texts for those particular years (i.e. Collins, MacCulloch). In addition, reimbursement may also be claimed for the cost of the Interlude Texts for Year D. Finally, mentors will receive reimbursement for one copy of each text, replacement copies will not be provided by EfM Canada. You may not apply for reimbursement for texts that you have received in previous years.

Texts may be purchased in any format that meets your needs. Shipping costs will not be reimbursed—these are not applicable to local purchases and the major on-line vendors make provision for free shipping based on the size of order. The cost of texts on Amazon.ca in June will be used as a guide in setting maximums. Copies of receipts/invoices **must** be included with this form before a reimbursement can be processed. Once processed, monies will be deposited in the account used for your monthly Mentor Fee or forwarded by cheque.

Reimbursement for:

Administrative Mentor: _____ Group #/ID's: _____

Co-Mentor: _____ Group #/ID's: _____

Year	Text	Maximum Reimbursement (Base Price + GST)	Actual Expense for <u>Administrative Mentor</u>		Actual Expense for <u>Co-Mentor</u>	
			Base Price	GST	Base Price	GST
One	Collins					
Two	Powell					
Three	MacCulloch					
Four	Ford					
	McIntosh					
	Sedgwick					
	Peace/Rose/Mobley					
Interlude	Crysdale					
Interlude	Delio/Warner/Wood					
			Confirm sub-totals calculated below and ensure that Total Reimbursement to be claimed by each Mentor is correct.			
		Sub-Totals →				
		Total Reimbursement →	→		→	