

# Helping Hands Project 2018

## Two-sided mailer form instructions

*extra forms are in the school office*

1. On each form, carefully print or type the sponsor's name on the "Dear" line, and their FULL address on the other side. Affix the student labels (included) in the proper place. A sample completed form is enclosed in your packet.
2. Sponsors can be anyone: **Parents, Friends, Neighbors, Relatives, Church Friends, Business Associates** or your **Family Christmas Card List**.  
*\*\* Out of state addresses are accepted\*\**  
*Please verify that addresses are current.*
3. Return the completed forms to the school no later than October 5, to be eligible for the incentives. **Do not mail sponsorship forms yourself.**  
*\*\* If you want to give the sponsorship form directly to business associates, family members or friends, the forms **with the donation** must be returned by the incentive date to qualify.*
4. Do not fold the forms. After all the forms have been returned to Seffner Christian Academy, they will be folded, sorted and mailed together.
5. **Return the forms in the same envelope they came in.** If you have two children at SCA, please put the forms in separate envelopes with the child's name.
6. Each student will have his own forms. Please only fill out **one form per address**. If you have **multiple student participants** you may fill out **one form per address per student**.  
For example: If you have multiple students each student may send one form to the grandparents.
7. If you would not like to complete the forms, but still desire to participate, you may submit \$200 per child to represent 40 completed forms. This will allow your child to participate in all incentive levels.

*\*\*Please return any unused forms to the office.*

**Thank you for your support!**