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## MATERIALS Order Form 2017-2018—Year A & REIMBURSEMENT Claim Form 2017-2018

*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. Last year the guides were printed locally and shipped from our Kelowna office to our Canadian groups. We plan to do the same this year, with the hope that this will once again offer a considerable savings when compared to the costs of shipping directly from Sewanee. We have been assured of their timely publication again this year and plan 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 A. 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	<i>See note above</i>				
Two	Powell	<i>See note above</i>				
Three	MacCulloch	<i>See note above</i>				
Four	Ford	<i>See note above</i>				
	McIntosh	<i>See note above</i>				
	Sedgwick	<i>See note above</i>				
	Peace/Rose/Mobley	<i>See note above</i>				
Interlude	Dozier	<i>See note above</i>				
Interlude	Morgan	<i>See note above</i>				
			<i>Confirm sub-totals calculated below and ensure that Total Reimbursement to be claimed by each Mentor is correct.</i>			
		<b>Sub-Totals</b> →				
		<b>Total Reimbursement</b> →	→		→	