

**KATANNING**  
SENIOR HIGH SCHOOL



**2025**

**TERM DATES**  
**IMPORTANT INFORMATION**  
**CHARGES & CONTRIBUTIONS**  
**UNIFORM ORDER FORM**

# Term Dates 2025

Administration Office Opens – Wednesday 29 January 2025

School Resumes for Students – Wednesday 5 February 2025

## Term 1

*School Development Days Monday 3 February 2025 &*

*Tuesday 4 February 2025 (students do not attend)*

**Wednesday 5 February 2025 – Friday 11 April 2025**

*Labour Day Holiday Monday 3 March 2025*

## Term 2

**Monday 28 April 2025 – 4 July 2025**

*School Development Day Monday 28 April 2025... (students do not attend)*

*WA Day Holiday Monday 2 June 2025*

## Term 3

**Monday 21 July 2025 – Friday 26 September 2025**

*School Development Day ...Monday 21 July 2025 (students do not attend)*

*Kings Birthday Holiday Monday 29 September 2025*

## Term 4

**Monday 13 October 2025 – Thursday 18 December 2025**

*School Development Day ...Monday 13 October 2025 (students do not attend)*

*School Development Day ...Friday 19 December 2025 (students do not attend)*

## SIREN TIMES

Class Period Times	Monday (Early Close)	Tuesday, Wednesday, Thursday and Friday
<b>8.30 to 8.50</b>	Students on Site	
<b>P1</b>	8.50 – 9.50	8.50 – 9.54
<b>P2</b>	9.50 – 10.50	9.54 – 10.58
<b>Break 1</b>	10.50 – 11.15	10.58 – 11.28
<b>P3</b>	11.15 – 12.10	11.28 – 12.32
<b>P4</b>	12.10 – 1.05	12.32 – 1.36
<b>Break 2</b>	1.05 – 1.35	1.36 – 2.06
<b>P5</b>	1.35 – 2.30	2.06 – 3.10
<b>Staff Meeting Time</b>	2.30 – 3.30	

## Arrival at School & First Day of Term 1

To ensure student safety, students should not arrive at school before 8.30am as supervision is not provided before this time. If early arrival is unavoidable, students must check in at reception on arrival.

Classes start at 8.50am, and students are expected to arrive on time and to bring all necessary personal stationery items ready for class.

Students will be greeted by the Katanning Senior High School team and provided with individual timetables to start the first day of Term 1.

Canteen - At the time of printing this information, there are no canteen facilities on site. Therefore, students should bring their own refreshments and drink bottles for recess and lunch.

## PURCHASING UNIFORMS

Katanning SportsPower is our local school uniform provider. You can place orders and make purchases easily by visiting their shop during opening hours, Monday to Saturday, at 87 Clive Street, Katanning.

*Please see order form at the back of this booklet*

Beanies are also available for purchase, which can be arranged through the P & C.





# KSHS Quick Guide – 2025

## **Absences from School**

To advise the school of an absence, please provide your child's name, surname, absence reason and absence date by one of the below ways;

- Telephone on 9891 1100
- Text Message to 0407 385 241
- Written Note, signed by parent/carer
- Email  
Katanning.shs@education.wa.edu.au
- Connect message

## **Arriving Late or Leaving Early**

To ensure student safety they must enter and leave school grounds during the day via the front office. Parents and carers please provide written or phone notification for any lateness or reason for leaving early.

Provide child's name and surname, reason for leaving early or arriving late by;

- Telephone on 9891 1100  
and; for all urgent matters
- Text Message to 0407 385 241
- Written Note; especially helpful if student is required to leave class early as they can show their teacher and be in front office waiting for you
- Email; Katanning.shs@education.wa.edu.au
- Connect message

## **Assemblies**

School assemblies are held each term on selected days in the school gym and parents/carers are always welcome to attend. The date and time of each assembly will be advised via Connect, the school newsletter and Facebook page.

## **Breakfast Club**

The breakfast club is available to all students.

## **Contacting your Child during School**

If you need to pass on an urgent message to your child please contact front reception on 9891 1100 and we will relay the message.

Please do not contact your child directly as student use of mobiles phones or other personal electronic devices at school is not permitted.

## **Daily Notices**

Information for students is provided every day via the 'Crier'. Notices are also displayed each day on noticeboards throughout the school.

## **Good Standing**

All students begin the year in "Good Standing". Students can lose their Good Standing for breaches of the school code of conduct, such as, poor behaviour and suspension.

## **Illness during the Day**

Student wellbeing is our priority. If a student feels unwell they should inform a staff member immediately or report to front reception. The school will then contact the parent/carer. Students should not contact parents/carers directly in case this delays support.

## **Parent/Carer Contact Details**

We regularly communicate important and up-to-date information electronically. Please keep us up-to-date with your personal information, particularly mobile contact telephone numbers, email and postal addresses.

## **Student Mobile Phones**

Student mobile phones must be off and away while at school. Please do not contact your child via their mobile phone. Please contact front reception for urgent matters.

## **Visitors**

All visitors to the school are to report to the front office to sign in and out.

## **Further Information**

The Connect app and school website provides additional information and recent news. The website is - [www.katanningshs.wa.edu.au](http://www.katanningshs.wa.edu.au)

## Dress Code

School uniform items include jackets, polo shirts, jumpers, pants and shorts.

Students should be proud of their school and identify with it by wearing the school uniform. Parents and carers are requested to send their child/children to school in the approved school clothing. We appreciate parental support and encouragement of our dress code and we ask that parents and carers closely supervise their child/children's standard of appearance.

### **Dress code clothing items are as follows:**

Lower School – Year 7, 8 & 9

Senior School – Year 10, 11 & 12

Navy polo shirt, with collar and sleeves. Red polo shirt, with collar and sleeves.

**All students:** Navy trousers, navy track pants, navy shorts or navy skirt.

KSHS jacket - microfibre outer/cotton lined and embossed with school logo.

KSHS jacket - navy polar fleece with school logo.

KSHS jumper - navy crew neck with school logo.

White, navy or red undershirt is permitted to be worn under school polo shirt.

Follow the Dream/Clontarf Football Academy shirts is acceptable dress code for these programs.

Physical Education – For hygiene reasons all students will be required to change prior to and after PE periods. A new physed polo has been included in our school uniform and can be worn for all physed lessons and school carnivals. The new physed shirt includes the colour of the student's house.

Home Economics – All students must wear covered shoes in accordance with safety and health guidelines.

Art and Craft – All students should wear closed in shoes and protective over-shirt to Art classes.

Woodwork, Metalwork and Industrial Arts – Student regulations require the wearing of hard covered shoes. Safety glasses are compulsory in these classes.

### **PLEASE NOTE – NOT PERMITTED:**

- Any logo, slogan or advertising is not acceptable as part of the dress code. This includes all items of clothing (e.g.; pants, sweaters, hats, bags, etc.) with brand names and/or brand signature stripes.
- Any item of clothing that promotes or advertises alcohol, drugs or inappropriate material is strictly prohibited.
- Leggings, jeggings, tights are not permitted.
- Denim or denim style fabrics are not permitted.
- Hoodies are not permitted.

For occupational safety and health reasons, Students must wear covered footwear at school. Thongs, sandals, Crocs and Ugg boots are prohibited.

**Hoodies** are not allowed to be worn at school. Students who wear a hoodie will be recorded as out of uniform and this may affect their Good Standing. Students will be asked to remove the hoodie and hand it in to the administration office. They can pick up their hoodie after school as they leave.

**Piercings:** Occupational Safety and Health concerns may prohibit the wearing of certain piercings by students at school. Some school activities may require that all piercings are removed for the duration of the lesson.

## School Contributions and Charges

The continued partnership between the school and parents is vital to Katanning SHS and contributes significantly to providing a wider range of educational opportunities than otherwise possible. We use contributed funds to purchase resources which enhance teaching, learning opportunities and the learning environment at our school.

Prompt payments help us to maintain the ability to offer a broad spectrum of opportunities to our students.

## Stationery and Personal Items Requirements

All students are responsible for supplying their own personal stationery items as listed for their subjects.

Our school, along with the P&C and Board, encourages parents to buy locally for these items, although you may choose any supplier you prefer.

Alternatively, Katanning Senior High School offers an online purchasing option. For your convenience, orders can be placed using the enclosed Campion ordering form.



## Voluntary Contributions

We request contributions from parents to help cover the cost of materials, services, and facilities used by Year 7 to Year 10 students in their educational programs. The voluntary contribution will not exceed \$235.

Compulsory charges and other optional costs, which are outside the basic core program, will incur additional expenses beyond the basic contribution of \$235.

## Compulsory Charges

Compulsory charges apply to high-cost electives chosen by students in Years 7-10 and to all Year 11 and 12 courses. While there is no maximum charge, the school strives to keep costs as low as possible.

For high-cost options, the school requests a 50% deposit by the end of Week 2, Term 1, with the remaining balance due by the end of Term 1. This ensures students can confirm their place in their preferred course.

If charges are not paid, students may be placed in a lower-cost option.

***Your level of support makes a significant contribution to the enrichment of learning experiences for your child. We thank you in anticipation of your continued support in paying your Charges and Contributions.***

## Other Optional Costs

The following optional costs are listed on the student Contributions and Charges sheets:

**School Magazine** – The annual KSHS yearbook, "Rewind," showcases highlights, events, and memories from the year.

## Voluntary Approved Requests

**Library Resources** – This contribution supports the Information Learning Centre (ILC) by funding educational and reference books, fiction and non-fiction books, newspapers, magazines, online resources, and audio-visual materials.

**Technology** – All students have access to computers, printers, and the internet to aid their learning across all curriculum areas. Technology is vital in education, preparing students for their future. Your contribution supports access to a wide range of software packages to meet the individual learning needs and interests of our students.

**Student Services Support** – This contribution supports the team that encourages, motivates, and inspires students to be their best and helps them navigate challenges. It supports school chaplaincy provision, mentoring, and student well-being initiatives.

**School Bus Replacement** – This contribution helps cover the regular replacement of our school bus.

**P&C Contribution** – The Parents & Citizens Association seeks your ongoing support. Please consider becoming a member and attending our meetings. The P&C supports students by coordinating the School Ball and fundraising for significant items throughout the school, including excursion subsidies, equipment, classroom resources, and grounds development.

## Extra Cost Options

Katanning Senior High School offers various extra activities and items, including camps, excursions, social events, and personal items. The "Extra Cost Optional Components Schedule" included in this information booklet outlines the maximum cost for each item.

If your student wishes to participate in any of these activities, payment must be made prior to the event and by the specified due date. Additional information will be provided to students throughout the year.



## Payment Options

There are several payment options available for contributions, charges and other optional components that may arise during the year.

We also support families who prefer to arrange a payment plan. Please contact the Manager of Corporate Services for assistance in preparing a plan that suits your needs.

Payments can be made at the school during office hours, Monday to Friday, from 8:00 am to 4:00 pm.

We offer the following payment options:

- Online transfer or direct banking
- Eftpos or credit card, in person or by telephone
- Cash or cheque, in person

Account Name: Katanning Senior High School  
BSB: 066-040  
ACC No: 1990 7187  
Ref: student name, yr & details

**UPDATED  
BANKING  
DETAILS**

## FEES PAYMENT INCENTIVE DRAW

**Supported by the P&C ASSOCIATION**

You could be a winner! Pay your fees in full or arrange an approved payment plan for a chance to win one of 6 prizes.

To be automatically entered in the draw, complete your payments or arrangements by the end of Term 1.

The prizes, proudly provided by the P&C, are our way of thanking you for supporting KSHS. Winners will be notified in Term 2, and prizes can be collected from the front office.

**1<sup>st</sup> & 2<sup>nd</sup> PRIZES  
\$100 each**



**& KSHS P&C**

**3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup>  
PRIZES \$50 each**





Department of  
Education

## ALLOWANCES TO HELP WITH THE COSTS OF SCHOOLING - SECONDARY ASSISTANCE SCHEME

The Western Australian Department of Education provides an allowance to assist eligible families with secondary schooling costs. The allowance consists of two components:

- Clothing Allowance - \$300 paid directly to the parent or the school.
- Educational Program Allowance - \$235 paid directly to the school.

Application is made by the parent or guardian for student/s enrolled in Years 7–12. The allowance is paid up to and including the year the student turns 18 years of age.

### Eligibility Criteria

Parent or Guardian must hold one of the following cards:

- Centrelink Family Health Care Card.
- Centrelink Pensioner Concession Card.
- Veterans' Affairs Pensioner Concession Card (blue card issued annually).

The parent/guardian must be the holder of a card that is valid sometime during first term with the student's name on the card. The only exception to this is when a student holds their own health care card and has been declared independent by Centrelink (eg. living away from home). In this instance, a letter of confirmation from Centrelink needs to accompany the application.

### Education Program Allowance

Successful applicants will have the Program Allowance of \$235 paid directly to the school to reduce the contributions payable by the parent/guardian in Years 7-10 and the course charges in Years 11 and 12.

### Clothing Allowance

The Clothing Allowance of \$300 will be paid to the parent/guardian unless you indicate on the application form that you wish it to be paid to the school. If payment to the parent/guardian is requested, the payment will be deposited into the parent/guardian's bank account. Payments made to the school will offset any balance of contributions and charges on the students billing account.

### Abstudy

From 2025, families that receive Centrelink ABSTUDY payments will become eligible to apply for the full Secondary Assistance Scheme payments, including Educational Program Allowance.

# VOLUNTARY CONTRIBUTIONS & COMPULSORY CHARGES

The School Board has approved all Contributions, Charges and Personal items requirements on 31/10/2024

Other Optional Costs	
School Magazine – Rewind	\$30.00

Voluntary Approved Requests	
Library Resources	\$10.00
Technology Incidentals	\$5.00
Student Services Support	\$10.00
School Bus Replacement Plan	\$15.00
P&C Contribution	\$10.00



“Rewind”

YEAR 7	Voluntary	Charges
Design & Technologies	30.00	0.00
Digital Technologies	2.00	0.00
English	25.00	0.00
Humanities	25.00	0.00
Home Economics	30.00	0.00
Physical Education / Health	23.00	0.00
Languages	4.00	0.00
Mathematics	28.00	0.00
Science	33.00	0.00
The Arts	35.00	0.00
<b>TOTAL</b>	<b>\$235.00</b>	

YEAR 8	Voluntary	Charges
Design & Technologies	30.00	0.00
Digital Technologies	2.00	0.00
English	25.00	0.00
Humanities	25.00	0.00
Home Economics	30.00	0.00
Physical Education / Health	23.00	0.00
Languages	4.00	0.00
Mathematics	28.00	0.00
Science	33.00	0.00
The Arts	35.00	0.00
<b>TOTAL</b>	<b>\$235.00</b>	

YEAR 9	Voluntary	Charges
Advocacy / Clontarf / DSG	2.00	0.00
Digital Technologies	6.00	0.00
English	31.00	0.00
Food Fibre - Production	15.00	39.00
Food Fibre - Materials	15.00	39.00
Humanities & Social Sciences	27.00	0.00
Health & Physical Education	23.00	0.00
Media Arts	15.00	34.00
Mathematics	30.00	0.00
Materials TS - Metal	26.00	68.00
Materials TS - Wood	26.00	68.00
Science	40.00	0.00
Visual Arts - Painting	15.00	30.00
Visual Arts - Sculpture	15.00	30.00

Maximum 'Voluntary Contributions' will not exceed \$235.00

YEAR 10	Voluntary	Charges
Advocacy / Clontarf / DSG	2.00	0.00
Digital Technologies	6.00	0.00
English	31.00	0.00
Food Fibre	20.00	40.00
Humanities & Social Sciences	27.00	0.00
Health & Physical Education	33.00	0.00
Media Arts	15.00	34.00
Mathematics	30.00	0.00
Materials TS	25.00	68.00
Personal Fitness	10.00	13.00
Science	40.00	0.00
Visual Art	12.00	30.00

Maximum 'Voluntary Contributions' will not exceed \$235.00

## Year 11 – Charges

Course Code and Unit	Course Name	Charges
AEENG	English	\$41.00
AECHE	Chemistry	\$55.00
AEECO	Economics	\$45.00
AEGEO	Geography	\$60.00
AEBIO	Biology OL	\$37.00
AEHBY	Human Biology	\$44.00
AEHBYOL	Human Biology OL	\$25.00
AELITOL	Literature OL	\$33.00
AEPHYOL	Physics OL	\$48.00
AEMAA	Mathematics Applications	\$42.00
AEMAAOL	Mathematics Applications OL	\$49.00
AEMAMOL	Mathematics Methods OL	\$55.00
AEHIM	Modern History	\$44.00
AEPAL	Politics & Law OL	\$45.00
AEPSYOL	Psychology OL	\$20.00
AEHEAOL	Health Studies OL	\$25.00
AEACF	Accounting and Finance OL	\$45.00
AEAITOL	Applied Information Tech OL	\$32.00
AEVAROL	Visual Arts OL	\$69.00
FEENG	English Foundation	\$33.00
FEMAT	Mathematics Foundation	\$28.00
GECAE	Career & Enterprise	\$22.00
GECFC	Children, Family & Community Gen	\$120.00
GEENG	English General	\$33.00
GEFST	Food Science & Tech	\$120.00
GEGEO	Geography	\$35.00
GEHBY	Human Biology	\$44.00
GESIP	Science in Practice	\$50.00
GEMAE	Mathematics Essentials	\$28.00
GEMDTM	Materials Design & Tech Metals	\$207.00
GEMDTW	Materials Design & Tech Wood	\$170.00
GEMPA	Media Production & Analysis	\$46.00
GEPES	Physical Education Studies	\$63.00
GEVAR	Visual Arts General	\$48.00
SSDS	Senior School Directed Study	\$1.00
SSADV/CLONT/DSG	Advocacy / Clontarf / Deadly Sista Girlz	\$2.00

## Year 12 – Charges

Course Code and Unit	Course Name	Charges
ATENG	English	\$41.00
ATCHE	Chemistry	\$55.00
ATECO	Economics OL	\$45.00
ATBLYOL	Biology OL	\$37.00
ATHBYOL	Human Biology OL	\$20.00
ATHBY	Human Biology	\$49.00
ATGEO	Geography	\$60.00
ATLITOL	Literature OL	\$33.00
ATPHYOL	Physics OL	\$52.00
ATMAA	Mathematics Applications	\$42.00
ATMAAOL	Maths Applications OL	\$64.00
ATMAM	Maths Methods	\$42.00
ATMAMOL	Maths Methods OL	\$59.00
ATHIM	Modern History	\$44.00
ATPAL	Politics & Law OL	\$45.00
ATPSYOL	Psychology OL	\$20.00
ATHEA	Health Studies	\$25.00
ATACFOL	Accounting and Finance OL	\$45.00
ATAITOL	Applied Information Tech OL	\$32.00
ATVAROL	Visual Arts OL	\$105.00
FTENG	English Foundation	\$33.00
FTMAT	Mathematics Foundation	\$28.00
GTCAE	Career & Enterprise	\$22.00
GTCFC	Children Family & Community Gen	\$120.00
GTENG	English General	\$33.00
GTFST	Food Science & Tech	\$120.00
GTGEO	Geography	\$35.00
GTHBY	Human Biology	\$44.00
GTSIP	Science in Practice	\$50.00
GTMAE	Mathematics Essentials	\$28.00
GTMDTM	Materials Design & Tech Metals	\$207.00
GTMDTW	Materials Design & Tech Wood	\$170.00
GTMPA	Media Production & Analysis	\$46.00
GTPES	Physical Education Studies	\$63.00
GTVAR	Visual Arts General	\$48.00
PCURAW	UniReady Year 12 – (per unit cost)	\$100.00
SSDS	Senior School Directed Study	\$1.00
SSADV/CLONT/DSG	Advocacy / Clontarf / Deadly Sista Girlz	\$2.00

## Qualifications

Course Code and Unit	Course Name	Charges
C2AUT11	Cert II Automotive	\$143.00
C2AUT12	Cert II Automotive	\$143.00
C2MEM11	Cert II Engineering	\$310.00
C2MEM12	Cert II Engineering	\$310.00
C2SAR11	Cert III Sport, Aquatics & Recreation	\$311.00
C2SAR12	Cert III Sport, Aquatics & Recreation	\$311.00

## Endorsed Programs

Course Code and Unit	Course Name	Charges
ADWPL	Workplace Learning	\$32.00



## ESTIMATED CHARGES SCHEDULE for EXTRA COST OPTIONAL COMPONENTS

A range of possible OPTIONAL activities may be scheduled throughout the year. If students chose to participate, then payment is compulsory and required by the due date. Katanning Senior High School is unable to forecast the exact cost of many proposed activities or items, however estimated MAXIMUM costs are listed. Inclusion of event in this schedule does not necessarily mean it will take place.

Bonds	Eg; device hire, overalls, lockers, PPE, school owned equipment.	From \$10 to \$150 per item
Clerical Services	Laminating, printing, photocopying, etc	\$1-\$6 per page
Country Week	Country Week (includes accommodation, bus hire, travel, player fees, evening activities, meals, uniform hire, etc) Uniform - school jacket is <i>compulsory</i> . Available from SportsPower	Up to \$1100 per student ( <i>final cost is advised following fundraising, bookings made</i> ) \$130 * subject to change
Externally delivered courses, eg; TAFE, GATE	Students who enrol in external courses are advised of additional resources, supplies and requirements by the external provider.	Course costs and texts are advised by the provider.
Course Extras	Clothing items, extra project/model supplies, materials, etc	\$5-\$200 per item
Courses – Additional Qualifications	Delivered by external providers – for example, First Aid, Life Saving, White/Blue Card.	Advised by external providers \$50-\$500 per item
Courses SIDE / Online	Courses or studies completed through SIDE and Online, based at school. Course workbooks and texts required for SIDE subjects are ordered from <a href="http://www.side.wa.edu.au/courses">www.side.wa.edu.au/courses</a>	\$400, per subject, per student. Per text/workbook \$5-\$250
Hire	Overalls, blazers, gowns, school items, devices, WACE files.	From \$10 to \$150 per item
Excursions / Incursions / Events / Camps / Travel / Entry Fees / Participation Fees / Workshop Forums, Career Expos, GRIP Leadership, etc (excluding Country Week, Interstate and Overseas events). Costs vary depending on location, entry fees, travel requirements, accommodation, activities, etc. The annual maximum varies on the number of excursions a student attends.		From \$5 to \$500 per event Annual maximum \$4000 per student
Personal Protective Equipment (PPE)	Costumes, art / drama, etc, HPE change of clothing Safety glasses, work books, gloves, aprons, hats, etc	\$5-\$300 per student, per item
Photographs	Student school photos, ball, valediction, other activities. Total cost depends on individual orders. Purchases made direct through external providers.	Purchased direct from external providers, prices subject to change
Printing Credit	Purchase of additional printing credit	\$5 per top up
Senior School	Year 12 Leavers item (external provider) Graduation Breakfast Leavers Event/Day School Ball Valediction Ceremony	\$60-\$200 per item Up to \$40 per meal Up to \$250 per student Approx. \$100 per ticket Up to \$20 per ticket
Workplace Learning / TAFE	Personal Protective Equipment (PPE) – safety clothing/items are compulsory to participate in many workplaces.	\$5-\$350 per item
Excursions Interstate/Overseas	Subject to location, length of stay, tours, extras, etc Note – not all events are held each year.	from \$500 up to \$20,000
Additional Programs – Students may be offered the opportunity to attend activities run by external organisations. Although many activities are funded there could be a personal cost to the participant. For example; Duke of Edinburgh, Leeuwin Youth Explorer, Bush Rangers, Cadets, etc.		External source provides costs & information.



# KATANNING SENIOR HIGH SCHOOL UNIFORM PRE-ORDER 2025

PLEASE RETURN FORM TO SPORTSPOWER BEFORE  
***SATURDAY 2nd DECEMBER 2024***  
FOR DELIVERY BEFORE TERM 1, 2025  
LAY-BY AVAILABLE

*Please enter number of items required under garment/size guide below  
(Samples available at SportsPower, Clive St Katanning)*

KSHS POLO SHIRT <u>BLUE</u> (Year 7, 8, 9)								\$43.00
8	10	12	XS	S	M	L	XL	XXL

KSHS POLO SHIRT <u>RED</u> (Year 10, 11, 12)								\$43.00
8	10	12	XS	S	M	L	XL	XXL

KSHS TRACKPANT								\$60.00
8	10	12	XS	S	M	L	XL	XXL

KSHS SHORT								\$34.00
8	10	12	XS	S	M	L	XL	XXL

KSHS CREW NECK								Adult \$44.00
								Kids \$34.00
8	10	12	XS	S	M	L	XL	XXL

KSHS JACKET								\$100.00
8	10	12	XS	S	M	L	XL	XXL

**STUDENT NAME:** \_\_\_\_\_

**CONTACT NAME/NUMBER:** \_\_\_\_\_