

## **LSC Payment Procedure**

- Cheques can be sent to Licola Operations (LVL, 5 Jamieson Road, Licola, 3858). On receipt of this cheque and Club Application Form the LSC coordinator will issue the Children's Application Form(s) and accompanying information.
- EFT direct into the account is also an acceptable method of payment for sponsored children. To ensure that this works the Club must put their Club Name on the EFT advice and immediately inform Licola Operations of the following (an email to [programmanager@licola.org.au](mailto:programmanager@licola.org.au) is preferred. An alternative would also be [camping@licola.org.au](mailto:camping@licola.org.au) );

- (1) DATE OF TRANSFER,
- (2) AMOUNT OF TRANSFER (indicating the no. of children to be sponsored),
- (3) NAME OF SPONSORING LIONS CLUB,
- (4) A COPY OF THE CLUB APPLICATION FORM

***IMPORTANT:** The Bank Account to receive incoming monies is;*

*Lions Village Licola Inc. BSB: 013-845 / Acct: 1993-25039*

It is imperative that the above process is followed and, further, children's forms are not issued without the coordinators knowledge (control) due to the need to keep check of expected numbers. Without keeping a check on these numbers the process could fail with regards as buses, food, staff, and volunteer needs.

Once the cheque & Club Application Form is received, *or* EFT plus emailed notification (as above) is received, the Children's Application Forms (plus accompanying documentation) can be sent out accordingly.

If a Club would like to receive this information ASAP, without the need to rely on Australia Post, the coordinator can send all information electronically although the Club would then need to print each document as required.

As noted above, the number of Children's Application Forms (possible numbers) need to be monitored from a central location and so each form will be specifically for the club that has paid for that number of child places. In other words if a LC pays for 6 children they will receive 6 Children's Application Forms, the brochure (usually a beautifully designed A5 2-sided flyer but not so when emailed), bus time table, letter to schools, and the receipt for monies paid.

The coordinator at Licola Operations will mail out all receipts to Clubs via Australia Post or if agreeable, scanned and emailed directly to the Club.