



*Confidence
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CSEF PREP UNIFORM PACKAGE 2017

UPDATE FOR PRIMARY SCHOOLS | APRIL 2017

Applications for the State Schools' Relief Prep Uniform Subsidy will begin Tuesday 18th April 2017

What you need to know

Pack eligibility and CSEF	To be eligible to receive the package the student must be a Camps, Sports and Excursion Fund (CSEF) recipient. New CSEF applications opened 23 rd January 2017. Upon receipt of CSEF, an application can then be made to State Schools' Relief for the Prep Uniform Subsidy Package. To find out more about CSEF or to apply for assistance go to www.education.vic.gov.au/csef .
When	Applications can be submitted from Tuesday 18 th April 2017. This information can be found on our website www.ssr.net.au/schools .
What's in the package	The 2017 package contains the following: <ul style="list-style-type: none">• 1 x top (long or short sleeved polo shirt OR Rugby Jacket OR Bomber Jacket OR Windcheater)• 1 x bottoms (tracksuit pants)• 1 x pair shoes (lace ups OR t-bars OR sneakers)
Applying for physical items rather than a voucher	By selecting State Schools' Relief as the fulfiller the physical item will be supplied. All shoes and tracksuit pants will be supplied by State Schools' Relief, we will need the shoe type and size.
Category when placing an application	It's really important to select the correct category when placing an application, we can then accurately report on the success of the program which will impact its longevity. For the Prep Uniform Package please select "12. 2017 CSEF Prep Package"
Cost to parents	Parents receiving vouchers may need to make a contribution towards the cost of the items, depending on the retail purchase price and how much State Schools' Relief subsidises (this will appear on the voucher). Parents who receive vouchers can work out how much extra they may need to pay towards uniform items using the school's uniform price list.

What you need to do

Select items	Sample parent order form templates can be found on our website www.ssr.net.au/schools under resources called 'Order form template for schools'
Record shoe sizes	Measure child's foot using the template found on our website www.ssr.net.au/schools under resources called 'Child shoe sizing chart'. Either the school or the parents can do this.
Place an application	<p>Place an application on our online portal</p> <ol style="list-style-type: none">1. Log on to the SSR applications database www.ssr.net.au/schools2. All Prep CSEF applications will appear with the status 'More Info Required'.<ul style="list-style-type: none">• Update the following fields: Campus (if applicable) and Gender• Select uniform items from your product list as follows:<ol style="list-style-type: none">a) Only one of - Windcheater / Jacket / Bomber / Rugby Top / Long Sleeved Polo / Short Sleeved Polo (A voucher is issued for these items so size is not required)b) Tracksuit Pants (and size)c) Only one of - Boys Lace Up / Girls Lace Up / Girls Tbar / Runners (Unisex Suede Skate Shoe) and size <p><i>*PLEASE NOTE: All students will receive one pair of tracksuit pants and shoes directly from SSR so please select SSR as the fulfiller for these items.</i></p> <ol style="list-style-type: none">3. Select save and submit

Need help? See screenshots
Once you've logged into the online portal, click on a student's name and follow the below:

Step 1:
Update Gender and Campus (if applicable)

Create Application [Details] [Products] [Sizing] [Summary]

VSN: N/A

* Campus: [Red Box]

* First name: [Redacted]

Middle name: [Redacted]

* Last name: [Redacted]

Year level: Prep

* Gender: [Red Box]

* Date of birth: [Redacted]

* Category: 12. 2017 CSEF Prep Package

* Comments: Prep CSEF Pre Approved

[Save]

Step 2: Add products

Create Application - Add products [Details] [Products] [Sizing] [Summary]

+ Add product

Product	Qty	Size	Fulfiller	Retailer
- Product -	Qty	Size	- Fulfiller -	- Retailer -

[Red Box]

[Save]

Step 3:

No need to add sizing necessary

Create Application - Sizing

Details Products **Sizing** Summary

No sizing information necessary

Next

Step 4:

Review application and press 'Submit Application'

Create Application

Details Products Sizing **Summary**

Campus: [Redacted]

Products

Student Information

VSN: N/A

Name: [Redacted]

Year Level: Prep

Gender: Need more information

Date of Birth: [Redacted]

Comments

Prep CSEF Pre Approved

Sizing

Submit Application

What happens now?

Vouchers will be emailed for the students top, and the shoes and tracksuit pants will be delivered by courier to the school.