

# PRIVATE SCHOOL SWAKOPMUND

P.O. Box 4053  
Vineta / Swakopmund  
Tel.: 463280 / Fax: 463281  
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Dear Parents,

The PSS is a close-knit community who cares and supports one another and we would like to continue this trend.

In 2006 there were a number of cases of employees struggling financially due to unforeseen medically related matters within their families. Even-though most employees have a private medical aid, the costs of these unforeseen medical layouts has brought much worry with it in every case. As financial burdens effect our lives most negatively (as I am sure you have all experienced), we have thus decided to look after the well-being of the PSS employees by starting a project which should be able to provide funds and be of assistance to employees when such medical emergencies occur.

As the PSS is a growing school, still in its developmental stages, it is not able to financially support contributions towards the employees' medical aid funds. However, we have come up with an idea to start a monthly "100 Club" draw. Of the money that is generated 50% goes towards the winning prizes and the other 50% is put away into the Employee Support Fund account. In this way we can build up the Employee Support Fund as well as offer you a chance to be a lucky winner. The draw takes place at the Board meeting on every 2<sup>nd</sup> Wednesday of the month.

The money generated for this purpose will be granted only in cases of medical emergencies or loss of direct family members and special conditions apply. A specially selected committee will decide on the amount to be granted in every individual case, if any, as it shall be in its entire discretion to award or not to award as well as the extent of such assistance.

Financial support brings peace of mind which, in turn, results in better quality of work; thus we trust you understand the reasons for launching this project and to see it in a positive light as we are sure it will make a difference within our community.

If you would like to take part in this draw, please refer to the attached rules and membership form.

Yours sincerely

**PSS EMPLOYEE SUPPORT FUND COMMITTEE**

**PRIVATE SCHOOL SWAKOPMUND**  
**RULES FOR 100-CLUB FOR EMPLOYEE SUPPORT FUND**

- Contribution – N\$ 1,200.00 per annum / annual / year **OR** N\$100 per month for 12 months.
- 50% of contribution goes to the fund, 50% paid out to winner (prize money)
- Each participant gets a receipt.
- Each participant gets a number, which he/she keeps as long as he/she takes part.
- Each participant has to answer a set question on becoming a member of the 100 Club.  
(Each year a new question has to be answered.)
- Participants do not need to be members / parents of the PSS
- Participants can join anytime during the year, but only participate for the remainder of such financial year.
- After 12 months, the participants decide if they want to continue for another year, when a new cycle of 12 months will commence for the Fund's next new cycle.
- Membership shall be for as well as be renewable on a yearly basis and each new financial year of the Fund shall see the commencement of a new year's cycle as far as each participant's participation in the Fund goes.
- The draw takes place at the Board meeting on every 2<sup>nd</sup> Wednesday of the month.
- The prize money will be divided as follows:
  - e.g. 30 participants = 30 x N\$ 1200.00 = N\$ 36,000.00
  - 50% ESF = N\$ 18,000.00
  - 50% prize money = N\$ 18,000.00 – divided as follows:
    - N\$ 18,000.00 ÷ 12 months = N\$ 1,500.00 (prize money per month)
    - 1<sup>st</sup> prize - 75% = N\$ 1,125.00
    - 2<sup>nd</sup> prize - 25% = N\$ 375.00
- The draw will proceed as follows: Numbers get drawn individually, the second last number gets the 2<sup>nd</sup> prize, the last number gets the first prize
- The bookkeeping of the finances are kept on computer and any participant may have insight into them / it.
- Participants do not have to be present during the draw.
- At least two participants have to be present during the draw.
- As soon as the twelve months are over, participants will be informed in writing and may then enter for another 12 months.
- The names of the winners will be announced in the weekly newsletter.

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## 100 CLUB MEMBERSHIP FORM

FULL NAME AND SURNAME : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

E-MAIL : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

CELL PHONE : \_\_\_\_\_

PAYMENT

**Please tick**

**annual** (N\$ 1200 once off)

**monthly** (N\$ 100 / month)

METHOD OF PAYMENT

**Please tick**

**Direct Bank Deposit**

**Cash**

**Cheque**

**Banking Details :** Bank : Nedbank Namibia  
Code : 461052  
Account Nr. : 12000468175

**Due date of payment : 25<sup>th</sup> of each month**

**Please fax proof of payment if you pay directly into the bank. Thank you.**

**Attached please find a debit order form for your convenience.**

**QUESTION : Who is the principal of the PSS?**

**ANSWER :** \_\_\_\_\_

**DEBIETORDER INLIGTING EN MAGTIGING / DEBIT ORDER INFORMATION AND AUTHORIZATION**

VAN EN VOORLETTERS VAN REKENINGHOUER : \_\_\_\_\_  
NAME AND INITIALS OF ACCOUNT HOLDER :

ID NOMMER : \_\_\_\_\_  
ID NUMBER :

NAAM VAN BANK/BOUVERENIGING : \_\_\_\_\_  
NAME OF BANK/BUILDING SOCIETY :

TAKNAAM : \_\_\_\_\_  
BRANCH NAME :

REKENING NOMMER : \_\_\_\_\_  
ACCOUNT NUMBER

INSTANSIE/TAK-IDENTIFIKASIENOMMER : \_\_\_\_\_  
BRANCH CLEARANCE NUMBER :

**L.W : DEBIETORDERS WORD OP DIE EERSTE DAG VAN ELKE MAAND GETREK**  
**N.B : DEBIT ORDERS WILL BE DRAWN ON THE FIRST DAY OF EVERY MONTH**

**OMKRING DIE TOEPASLIKE REKENING KODE / CIRCLE THE APPROPRIATE ACCOUNT CODE**  
**REKENINGTIPE/ TYPE OF ACCOUNT**

- 1. **BANK – TJEKREKENING / CHEQUE ACCOUNT, SLEUTELKAART / KEY CARD**
- 2. **BANK – SPAARREKENING / SAVINGS ACCOUNT**
- 3. **BANK – TRANSMISSIE REKENING / TRANSMISSION ACCOUNT**
- 4. **BOUVERENIGING / BUILDING SOCIETY – TRANSMISSIE REKENING / TRANSMISSION ACCOUNT**

Ek magtig die „Private School Swakopmund“ om die maandelikse fooi betaalbaar ten opsigte van die “PSS Employee Support Fund” en wat tans N\$ 100.00 beloop, teen my rekening (waar ook al) by die bogemelde instansie te trek op enige wyse waarop “Private School Swakopmund” met sodanige instansie ooreengekom het, en ek versoek die voorgemelde instansie om my rekening te debiteer met die toepaslike maandelikse bedrag wat deur die “Private School Swakopmund” aangevra mag word.

I authorize the **Private School Swakopmund** to deduct my monthly fee payable in respect of the “PSS Employee Support Fund” , which amounts to N\$ 100.00 from my account at the abovementioned institution and to draw on my account in the manner which the **Private School Swakopmund** has instructed and instituted. I request before-mentioned institution to debit my account with the appropriate monthly amount requested by **Private School Swakopmund**

Ek/ons stem toe om enige bankkoste in verband met hierdie debietorder te betaal, indien die debietorder verwerp word.

I/we agree to pay any bank charges relating to this debit order authorization if the debit order is dishonored for any reason.

POSADRES / POSTAL ADDRESS :

\_\_\_\_\_

\_\_\_\_\_  
HANDTEKENING VAN REKENINGHOUER  
SIGNATURE OF ACCOUNT HOLDER

\_\_\_\_\_  
DATUM  
DATE

\_\_\_\_\_  
TELEFOON NOMMER (Werk / Huis)  
TELEPHONE NUMBER (Work / Home)

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