

New Gift Card Ordering Process

Birthday Gift Cards for Sponsored Students

Background: We have simplified the process for VIEW Clubs when ordering Gift Cards for their students.

Why?

Some of the Gift Cards purchased by VIEW Clubs for their students are unable to be used due to concerns around a breach of privacy. When checking the gift card balance online, the store location where the gift card is purchased can be identified along with the supporter's location/postcode. Due to the risk of this privacy breach, that a number of VIEW Clubs have had their gift card/s returned, and that clubs are paying an additional fee for some gift cards, we are introducing a new gift card ordering process.

From 1 July 2023, VIEW Clubs are able to order Gift Card/s - for their students directly through The Smith Family.

We encourage all VIEW Clubs to order gift card/s from The Smith Family using this streamlined approach which complies with privacy requirements.

The Smith Family provides Prezzy Smart eGift Cards for students. Benefits of using Prezzy Smart eGift Cards for students:

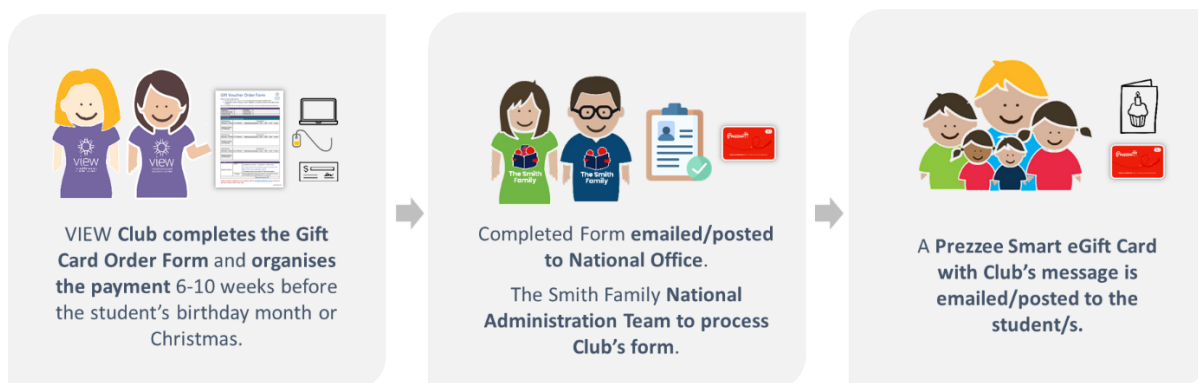
1. Simple process - provided and sent by The Smith Family National Administration Team Safe - privacy of the supporter is protected
2. Quick and easy – saves time and postage costs
3. No cards lost in transit
4. No additional surcharge/fee
5. Flexible - allows the recipient/student to redeem it in 100+ retailers

The Prezzy Smart eGift Cards are available in denominations of \$25, \$50, \$75 and \$100.

Order process for Prezzy Smart eGift Cards from The Smith Family for *Learning for Life* students' birthdays or Christmas

1. Determine the amount of the gift card donation (\$25, \$50, \$75 or \$100) and the month of your *Learning for Life* student's birthday.
2. Place your order by completing the Gift Card Order Form 6-10 weeks prior to their birthday month to allow for processing. Eg. if your *LfL* student's birthday month is May your Club will need to begin this process in March. If you are ordering gift vouchers for Christmas place the order in September/October.
3. Gift Card Order Form available at available at <https://view.org.au/resources/forms/>
4. Pay for the order. There are two payment methods for VIEW Clubs to choose from either EFT (by email) or Cheque (by post.)
5. Email/send form to National Office.

Gift Card Order process



Choose one of the payment methods below:

EFT	or	Cheque
<p>In payment section select the "EFT" option.</p> <p>The EFT payment method allows you to write a message to your <i>Learning for Life</i> student/s – which will be reviewed by The Smith Family and then transcribed on to an eCard and sent to your student so it arrives in time.</p> <p>Make EFT payment online for the appropriate amount denominations are \$25, \$50, \$75 or \$100.</p> <p>Always Include your Club's Reference Number: Club's Supporter ID plus the words "Gift Card" (eg. XXXXXX Gift Card). This step is extremely important so that The Smith Family can identify your payment and allocate received funds appropriately based on the Reference Number you provide.</p> <p>Email completed form to view@thesmithfamily.com.au.</p>	<p>In payment section select the "Cheque" option.</p> <p>The Cheque payment method allows you to attach your own pre-written Birthday/Christmas card to your <i>Learning for Life</i> student/s which will be sent to the student in time.*</p> <p>Write cheque for appropriate amount \$25, \$50, \$75 or \$100.</p> <p>Post your completed Form, Cheque and Greeting Card* to:</p> <p><i>Learning for Life</i> student correspondence The Smith Family GPO Box 10500 Sydney NSW 2001</p> <p>Attn: Your student's first name, your student's ID and your Club's Supporter ID.</p> <p>*Providing your own greeting card/s is optional. If not including a physical card/s please ensure that you add your message to the form so that it can be transcribed to an eCard at The Smith Family.</p>	

VIEW Clubs are asked not to send physical gift cards, and follow this process from 1 July 2023. Any physical gift cards received will not be sent.

We sponsor more than one student; can we send all our student gift cards all together, at the same time?

This depends on how many students your club is sponsoring and the month of your student's birthday.

Gift Card Order process

This Gift Card Order form allows you to place an order for up to 3 *Learning for Life* students (if their birthdays are in the same month). You can use additional forms if required.

NOTE: Please complete the Gift Card Order Form 6-10 weeks prior to their birthday month or Christmas to allow for processing. **The Smith Family do not have the capacity to hold onto any gift cards to be sent on future dates.** The Smith Family will process and send gift cards to your student/s when they are received and processed.

Please do not order Christmas gift cards with birthday gift cards together on the same form (unless the student's birthday falls in December).

Where do we find our student/s birthday month?

You can find your student's birthday month on your *LfL* student's annual profile which is located on *My Smith Family* portal <https://www.thesmithfamily.com.au/login>.

Will we receive a receipt from The Smith Family?

Yes, your club will receive a receipt for purchasing gift card/s from The Smith Family for VIEW annual audit purposes.