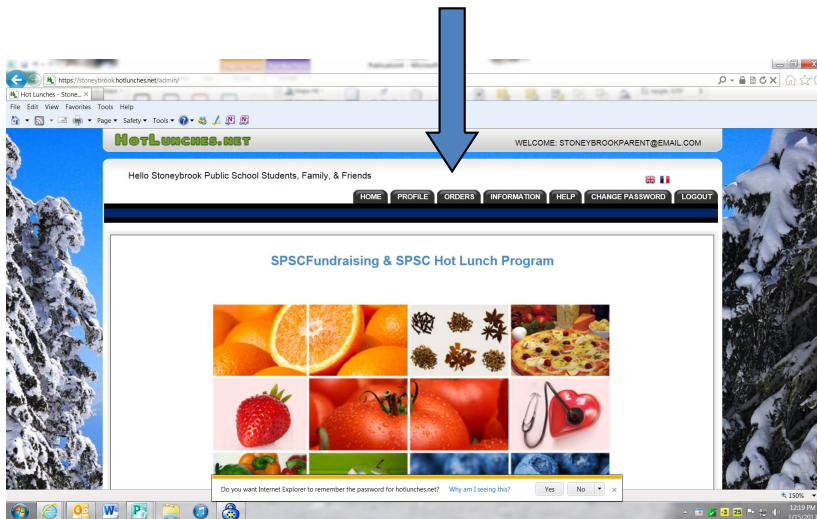
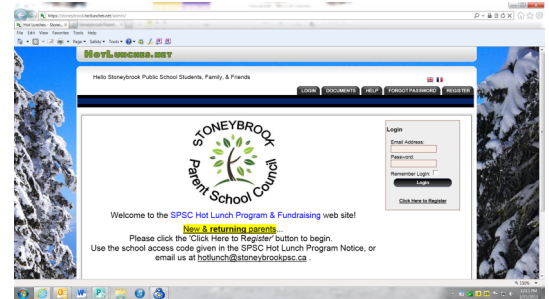


HOW TO PLACE A SPSC FUNDRAISING OR HOT LUNCH ORDER:



1. Visit www.StoneybrookPSC.ca for a calendar of events & additional SPSC information.
2. Refer to the 'Quick Links' section at the bottom of the home page.
3. Select link to re-direct you to the order site for the fundraiser (i.e. Spiritwear) or then SPSC Hot Lunch Program.

4. The 'Quick Link' will now take you to the SPSC Fundraising & Hot Lunch Program Ordering Site.
5. Log in with your email address and user name. Not registered? Need School Code? Contact hotlunch@stoneybrookpsc.ca.
6. Click on the 'Orders' tab to see list of available ordering schedules.



This may include orders for the SPSC Hot Lunch Program, Spiritwear, Popcorn Fridays, or any number of Stoneybrook Fundraisers that require the placement of an order and collection of payment.

Note that it is not necessary to have a PayPal account to pay by credit card. Payment by cheque is also possible in most instances, and can be done by printing a remittance form, and sending along with a single cheque for all students/orders to school.

7. Select item to order, (i.e. Popcorn Fridays or Hot Lunch) and click **Order** for your student.
8. This will take you to the order page where the menu items or order options will be listed.
9. You may want to order for all students prior to finalizing order with payment.
10. Click '**Pay Now**' to submit payment online, or '**Print Remittance Form**' to tally account for all orders/students, and submit with single cheque to school.

