



School Breakfast Program - Registration

Please take a moment to read the following information before visiting <http://foodbank-org-au.force.com/SBProgram> to submit your registration.

1. Visit the above link to access the SBP registration form and complete each question.
2. Principal Authorisation: Download the 'Terms of Registration'. This document outlines the SBP agreement between Foodbank WA and your school. Please ensure it is read and understood by both the SBP Coordinator and Principal.
3. Have the Principal sign Page 3 of the Terms of Registration, scan the page and upload to the online form
4. Letter of Support: Upload your letter of support to the online form.
5. Tick the 'I accept the Terms of Registration' tick box
6. Check the form to ensure all information has been completed, then click 'Submit'

Tips for using the online registration form

- It is possible to partly complete the form and save for completion at a later time. Simply type your email address in the 'Form Email' field (top of the form), fill in some of the form fields and then click 'Save'. An email containing a web link will be sent to you - when you wish to access the form again, click on this link and the saved information will appear. Note: the save function does not save the 'I accept the Terms of Registration' tick box - you will need to check that it is ticked before final submission.
- For the 'State' address field, please use abbreviation 'WA' (instead of 'Western Australia')
- Upon successful submission, a confirmation screen will appear. A confirmation email will also be sent to the address in the 'Form Email' field.
- You can use the online registration system from most web browsers, such as Internet Explorer, Firefox, Google Chrome, and Safari (for the Apple Mac). If you experience problems with the online registration system, we recommend upgrading your web browser to the latest version. If problems persist, please contact Foodbank WA.

I have submitted the application - what happens next?

- Applications submitted in November & December 2017: your application will be processed during the January school holidays. We will make contact at the start of the 2018 school year to confirm registration or seek further details (if required).
- Applications submitted during 2018: please allow up to a week for processing - the nominated SBP Coordinator will be contacted by email to confirm registration.

We wish you all the best with your application. Please feel free to contact me with any queries about the registration process or the Program in general.

Kind regards,
Miranda Chester

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