



JUBILEE CHRISTIAN ACADEMY PARENTS' AUXILIARY

25 DOÑA M. HEMADY AVE. COR. 3rd ST.
NEW MANILA, QUEZON CITY
TEL. NO. 8294-0853 to 54

1603-1607 E. RODRIGUEZ SR. AVE
CUBAO, QUEZON CITY
TEL. NO. 8294-0843 to 45

DATE : **November 12, 2019**

TO : **PARENTS AND GUARDIANS**

FROM : **JUBILEE CHRISTIAN ACADEMY PARENTS' AUXILIARY
(JCAPA)**

SUBJECT : **CHRISTMAS FUND DRIVE**

Greetings in the name of our Lord Jesus Christ!

Christmas is just around the corner. As practice every school year, we are once again organizing the Christmas Fund Drive for our school personnel. This will be the perfect avenue to channel your gratitude for the efforts of our teachers, management and staff in rearing and educating our children while in school.

Donations of cash, check payment and gifts for raffle will be most appreciated.

For cash and check donations, we have attached with this circular an envelope for the said contribution. Kindly indicate the student's name, level and section in print for the issuance of original receipt. It will be understood should you wish to leave the details of the envelope unfurnished and remain anonymous. *For those issuing check payment as donation, please issue check to Jubilee Christian Academy Parent Auxiliary.* Drop sealed envelope in designated Christmas fund drive boxes situated in both campuses from November 13 to December 4, 2019.

- a.) For E. Rodriguez Campus: Pre-School and High School waiting area.
- b.) For D. Hemady Campus: Beside the window of the JCA bookstore.

For raffle gift items, please forward them to our JCAPA Liaisons Officer, Mrs. Nancy Clemeña (Tel# 8294-0843 local 100, Admin Office). Please fill in details of the envelope as well and attach it to the items for reference.

ACKNOWLEDGMENT SLIP

I / We have received and read the JCAPA circular dated November 12, 2019 regarding the Christmas Fund Drive.

Signature of parent over printed name & Date

Name of student / Grade & Section