

Olcott Memorial High School,
Besant Avenue Besant Nagar Chennai-600090;
Phone 044 24915826; email- olcott.school.ts.chennai@gmail.com

Date: -----

Dear

Olcott Memorial High School (OMHS) was established in 1894 by Colonel Henry Steel Olcott to educate children from the socially and economically underprivileged sections of society. Col Olcott was one of the founders of the Theosophical Society, an international organization promoting universal brotherhood.

The school has pioneered many moves in caring for its 600 children. The school has the following additional facilities to add value to the quality of the teaching - learning processes:

- A **centre for craft** offers the opportunity for learning craft for enjoyment and possibly for living skills.
- A **language laboratory** for developing expressive language abilities in both their mother tongue and English.
- A **computer centre** to provide hands on experience in the use of this tool, which we hope will empower the children from the underserved backgrounds to bridge the digital divide.
- **Resource Room** to develop thinking skills and learning through educational games.
- **Library** with a collection of child friendly books and reading material in both Tamil and English. The library adds new titles and renews well read and worn books year after year.
- A **science lab** - Prayoga room to help learn science through experimentation, exploration and reasoning
- **Maths Lab** for exploration of areas of geometry and measurements
- The school supplements the lunch available to the students under the TN Govt noon meal scheme for its 600 students .
- A **nutritious porridge (Kanji)** is served to children in the morning.
- The school provides 2 sets of comfortable uniforms every year to each child.
- Notebooks, writing materials, colours and other classroom needs are provided as needed to each child at no cost.

The Theosophical Society, through philanthropists and altruistic donors, has sustained this school purely on donations maintaining a quality school. In this year, 100 years since Colonel Olcott passed away, to give a fresh fillip to its endeavours, the school is launching a fund raising drive. We seek your support for this school. To help you donate we have set up an **ECS clearance account** with our bank so that you can authorize a **recurring monthly, quarterly or annual contribution** to the school. We enclose a form that we will enable such contributions.

Alternately, should you wish to contribute by cheque, this may be drawn in favour of Olcott Education Society, with a covering note indicating the purpose - donation for OMHS. **All contributions are eligible for 80G tax benefits.**

The website www.olcott-school-chennai.org carries information and more news about our school and the activities..Please do forward this mail to your friends as well. Wishing you the very best,

For Olcott Memorial High School

Lakshmi Suryanarayanan
Headmistress

G.Gautama
Secretary

First Copy – For your Bank

Mandate Form for ECS (Electronic Clearing Service) Debit Clearing

Authorise your bank to debit your contributions to **Olcott Education Society** through Electronic Clearing Service.

I hereby authorize **Olcott Education Society (Olcott Memorial High school)** to debit my/our bank account by ECS debit clearing for my/our contributions / donations

1. Donor's Name _____
2. Donor's Address _____
3. E- Mail Id (optional) _____ Tel. No _____
4. Donation Start Date: ____ / ____ / ____
Particulars of Donor's Bank Account:
5. Bank Name _____
6. Branch Name _____
7. 9 digit MICR Code
8. Type of Account: Saving (SB) Current (CA) Cash Credit (CC)
(As appearing on the cheque)
9. Account Number _____
(As appearing on the cheque)
10. Name of the Account holder _____
(As in the Bank records)

(Please attach a Cancelled Cheque of the above mentioned account)

11. Amount : Rs.6000 Annually Rs. 3,000 Half yearly Rs. 1,500 Quarterly
 Rs. 500 every month Rs. 250 every month Rs. 100 every month
 OTHERS Rs. _____

I hereby declare that the particulars above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible.

Details verified as per Bank Records

Signature of the customer
as in the Bank records

Bank Stamp

Authorised Signatory
of the bank

Points to be noted while filling the Mandate Form

1. Please fill **ALL** the details in the Mandate form.
2. Please fill the form in triplicate
3. Please make sure that there is no overwriting on the Mandate form.
4. Please attach a cancelled cheque along with the mandate form. Cancelled cheque is not required if the Mandate is verified by your bank.
5. Please submit the First Copy to your bank
6. Please return the Second copy to Olcott Memorial High School, No.2 Besant avenue, Besant Nagar, Chennai-90
7. Please retain the Third copy for your records.

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Third Copy – Donor’s Copy

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- 3. E- Mail Id (optional) _____ Tel. No _____
- 4. Donation Start Date: ____ / ____ / ____

Particulars of Donor's Bank Account:

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