



Code: _____ Paid: _____
School Year: _____-_____
CHS Foundation Use

Sponsorship Request

Team/Club Name: _____ Date: _____

Applicant Name: _____ Email: _____

Relationship to Team/Club: _____

Advisor/Coach Name: _____ Email: _____

Please describe your fundraising efforts, what type of support you would like from the CHS Foundation:

Names/titles of people approved to use/withdraw on this account: _____

Approved use for the funds: _____

Goals: _____

☐ Yes ☐ No Requesting Team/Club/Group Donation webpage with PayPal button unique to your group.
If yes, please email us photo(s) and information about your group and goals, to be displayed on your page.

☐ Yes ☐ No ☐ Unsure Do you have an existing sponsorship account with Foundation?

If yes, what is the name of the account: _____

Principal/AP Signature: _____ **Date:** _____

CHS Advisor/Coach Signature: _____ **Date:** _____

ASB/AD if requested: _____ **Date:** _____

How To Submit: Email to **ClairemontHSF@gmail.com**, place in CHS Foundation mailbox in the CHS office or present in person* at the monthly Foundation board meeting. Email us to be added to the meeting agenda.

All Sponsorship Requests are reviewed at the monthly board meeting.

See attached sheet for additional information.

For CHS Foundation Use Only:

Date received/reviewed: _____ Date approved: _____ Opening/existing balance: \$ _____

Account Name: _____: Code: _____ PP: _____

Notes:



Sponsorship Request Information

How It Works:

Use the Sponsorship Request form to

- request the CHSFoundation to accept and hold donated funds, designated for your team/club/group, until you submit a Payment Request form to use the funds.
- request an online donations page on the Foundation website at CHSFoundation.Info.

How to Collect and Deposit Your Funds:

- CHSF PayPal button-
 - Use the existing Donate button on the Foundation home page.
 - Instruct donors to include team/club name in the checkout comments in PayPal.
- Team/Club Donation Page PayPal button
 - We will create a Donations page at **CHSFoundation.Info** with your own unique PayPal button.
 - Customize your page with photos and information about your group, goals, project, etc.
- Checks/Cash
 - Checks **payable to CHS Foundation**. Include your team/club/group name in the memo.
 - Mail or drop off- Clairemont High School- 4150 Ute Drive, SD, 92117 **attn: CHS Foundation**.
 - Use CHSF [Deposit form](#) to deposit cash or checks - available at CHSFoundation.info

How To Check Your Balance of Funds:

- View online at [CHSFoundation.info](#) Under Events, select Team/Club Donations, then Team/Club Balances
- Email ClairemonthHSF@gmail.com

How To Use Your Funds:

1. Submit a completed [Payment Request form](#) - available at **CHSFoundation.info**
2. Verify all required signatures are there to avoid delays.
3. Attach receipts/invoices and include the disbursement instructions.

How To Submit Completed Paperwork:

Verify all information and signatures are complete and attach any supporting documents. ASB Advisor/Athletic Director signatures are optional unless requested by CHS Admin or CHS Foundation.

- Email it to **ClairemonthHSF@gmail.com**
- Deliver to the Foundation mailbox in the school office.
- Bring it to the Foundation monthly board meeting in person.

All Sponsorship Requests and Payment Requests are reviewed and processed at the CHS Foundation monthly board meeting- 3rd Tuesday of the month at 6:30pm on campus at CHS.

Board Meetings are open to everyone.

Please notify us if any request needs to be expedited.

Clairemont High School 4150 Ute Dr. San Diego, CA 92117
Clairemont High School Foundation, a non-profit 501(c)(3) organization #33-0551164
CHSFoundation.info ClairemonthHSF@gmail.com