

August 13, 2015

TO: DEPARTMENT CHAIRS

FROM: PAM MALIN, TREASURER

SUBJECT: DEPARTMENT VOUNTARY DONATIONS ON WEBSTORE – **DUE TO TREASURER BY 8/24/15**

Please complete the information below to have **voluntary** department donations posted on the CPHS Webstore and accessible to the community.

The Webstore is the easiest method for Parents to **voluntary** make donations. Please include the Webstore address on your syllabus and all correspondence regarding **voluntary** donations. The CPHS Webstore address is: <https://cphs-falcons.myschoolcentral.com>. You must per district policy include this statement on all correspondence when asking for voluntary donations: Suggested Language: ***Please consider voluntarily donating a monetary donation to your student's classroom that you feel is appropriate.***

There is also a LINK on the school Website to the Webstore.

DEPARTMENT: _____

Teacher: _____

Name of Voluntary Donation: _____

Description of Donation:

Parents can voluntarily donate any amount this wish.

If you have any questions, please let me know.

Thank you