



**Our Mission**

The mission and vision of the Guajome Park Academy Foundation is to provide resources, professional expertise, and financial contributions to support Guajome Park Academy's mission to inspire and mentor all learners to become responsible, critical-thinking, global leaders through excellence and innovation in education.

**Request to Utilize the Foundation for Fundraisers/Sales**

**Approval Process:** This form must be submitted to the GPA Foundation Secretary/Treasurer, Adrina Hernandez ([hernandezadr@guajome.net](mailto:hernandezadr@guajome.net)) when requesting to utilize the Foundation accounts for fundraisers, programs, events, or any additional projects that take payments into Foundation banking accounts.

**Approval Timeline:** Requests must be received at least 2-weeks (14-days) prior to the start of the fundraiser, program, event, etc. Please turn forms into the Foundation Secretary/Treasurer, Adrina Hernandez ([hernandezadr@guajome.net](mailto:hernandezadr@guajome.net)), in the upper administration building.

Name of Requester: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Sales/Fundraiser: \_\_\_\_\_ Group Managing Sales/Fundraiser: \_\_\_\_\_

Name of Sales/Fundraiser: \_\_\_\_\_

Requested Platform (see back page for info on each platform):  ParentSquare (Stripe)  SquareUp  PayPal  
 Cash  Check

What is the purpose of this request?  Accept Donations  Sell Tickets to an Event  Sell an Item

If selling tickets or items, please list the item name and associated costs below:

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Which account will the funds be deposited into once the sales/fundraiser is completed?

Foundation Board of Directors  Friends of Frogs  Friends of Tadpoles  Friends of the Arts  
 Benevolence Fund  Library  Other: \_\_\_\_\_

Are Any of the Below Items Needed?

ParentSquare Post  Square Terminal  Square Payment Link  Square QR Code to Payment Link  
 PayPal Payment Link  PayPal QR Code  Cash Box  Deposit Slip(s)/Deposit Bag(s)  
 Receipt Booklet  
 Other: \_\_\_\_\_

<i>Official Use Only</i>	
Date Received: / /	
<input type="checkbox"/> Approved on / /	<input type="checkbox"/> Not Approved & Reasoning: _____
Foundation Designee Signature: _____	Date: _____

## Available Platforms for Fundraisers/Sales

### ParentSquare (Stripe)

Payment Options	Stripe is connected to ParentSquare. A message can be sent out to faculty, parents, and/or students with information on items to . This platform only takes credit or debit cards.  A ParentSquare Post is needed with information on the fundraiser event, cost, and dates.
Fees	2.9% + 30¢ per transaction

### SquareUp

Payment Options	SquareUp (Square) can be used to sell items, tickets to an event, or accept donations. Common options for accepting payments include: <ul style="list-style-type: none"> <li>• Square Terminal (A portable hand-held POS device. Can accept cards for payment and track cash sales)</li> <li>• Payment Link (A website that can accept donations (customer inputs amount), sell event tickets, sell one specific item at a set price. Can accept cards, Apple Pay, and Google Pay for payment). The Payment Link can be shared via web link, QR code, Buy Button, Facebook, Twitter, or Email Campaign.</li> </ul>
Fees	Fees vary by types of transactions (QR code, Tap-to-Pay, Swipe, Manual Entry, etc.). Link to fees: <a href="https://squareup.com/help/us/en/article/5068-what-are-square-s-fees">https://squareup.com/help/us/en/article/5068-what-are-square-s-fees</a>

### PayPal

Payment Options	PayPal can be used to sell items, tickets to an event, or accept donations. Common options for accepting payments include: <ul style="list-style-type: none"> <li>• Payment Link (A website that can accept donations, sell event tickets, sell specific items at a set price. Can accept cards, PayPal, Apple Pay or Venmo. The Payment Link can be shared via web link or QR code.</li> </ul>
Fees	1.99% + 0.49¢ per transaction

### Cash

Payment Options	Cash Box, receipt booklet, deposit slip(s), and deposit bags are used for accepting cash for sales or donations.
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### Check

Payment Options	Receipt booklet, deposit slip(s), and deposit bags are used for accepting checks for sales or donations.  Checks should be addressed to: <p style="text-align: center;">Guajome Park Academy Foundation 2000 N. Santa Fe Ave Vista, California 92083</p> The program the funds will be going towards should be in the memo line (ex: Friends of Frogs)
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