



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 Foundation Account for Fundraisers/Sales

Approval Process: This form must be submitted to the Foundation Secretary & Treasurer, Adrina Itzaina (Itzainaad@guajome.net) when requesting to utilize the Foundation account for fundraisers, programs, events, or any additional projects which raise funds.

Approval Timeline: Requests must be received at least 2-weeks (14-days) prior to the start of the fundraiser/sale.

Name of Requester: _____ Email: _____

Date(s) of Fundraiser/Sale: _____ Program Managing Fundraiser/Saler: _____

Name of Fundraiser/Sale: _____

Requested Platform (see back page for info on each platform):

ParentSquare (Stripe) SquareUp PayPal Cash Check Other: _____

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(s) and associated cost(s) below:

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

Which program account will the funds be deposited into once the fundraiser/sale 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 (Email exact text and information) Receipt Booklet Cash Box Deposit Slip/Bag

Square Terminal Square Payment Link Square QR Code to Payment Link

PayPal Payment Link PayPal QR Code

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	<p>Stripe is connected to ParentSquare. A message can be sent out to faculty, parents, and/or students with information. This platform only takes credit or debit cards.</p> <p>A ParentSquare Post is needed with information on the fundraiser event, cost, and dates. Please email the exact text and/or flyer you would like posted to Foundation Secretary & Treasurer.</p>
Fees	2.9% + 30¢ per transaction

SquareUp

Payment Options	<p>SquareUp (Square) can be used to sell items, tickets to an event, or accept donations. Common options for accepting payments include:</p> <ul style="list-style-type: none"> • Square Terminal (A portable hand-held POS device. Can accept cards for payment and track cash sales) • 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.
Fees	Fees vary by types of transactions (QR code, Tap-to-Pay, Swipe, Manual Entry, etc.). Link to fees: https://squareup.com/help/us/en/article/5068-what-are-square-s-fees

PayPal

Payment Options	<p>PayPal can be used to sell items, tickets to an event, or accept donations. Common options for accepting payments include:</p> <ul style="list-style-type: none"> • 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.
Fees	Fees vary by types of transactions (QR code, Tap-to-Pay, Swipe, Manual Entry, etc.). Link to fees: https://www.paypal.com/us/business/paypal-business-fees

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