

Guajome Park Academy Foundation Program Handbook



2025/2026

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Foundation Program Questionnaire

Each Foundation Program must complete and submit this questionnaire by August 31st each fiscal year. Submit the completed form via email to Adrina Itzaina.

1) Program Name: _____

2) Authorized Program Representative(s). Each program may list up to two representatives. Only those listed will be authorized to sign/approve expenditure, donation, and reimbursement requests.

Name: _____ Email: _____

Name: _____ Email: _____

3) List meeting dates/times for the upcoming school year (if applicable):

August	January
September	February
October	March
November	April
December	May

4) Where do your program meetings take place?

5) List any planned fundraisers, events, or important dates. Please explain:

6) Our program agrees to follow the guidelines outlined in this handbook: Yes No

Meeting Agendas & Minutes

All programs must submit meeting agendas and minutes to the Foundation Secretary & Treasurer by the 1st of each month (or the preceding school day). These will be reviewed at the monthly Foundation Board meeting.

Program Representatives

The following individuals are authorized to sign expenditure and reimbursement forms for their respective programs.

Friends of Frogs	Berenice Resendiz	resendizbe@guajome.net
Friends of Tadpoles	Mary Dhillon Berenice Resendiz	Dhillonma@guajome.net Resendizbe@guajome.net
Friends of the Arts	Jolene Riley	Rileyjo@guajome.net
Benevolence Fund	Carol Blackburn	Blackburnca@guajome.net
Friends of the Library	Lucy Davis	Davislu@guajome.net

Expenditure Request Protocols

Approval Process:

- The Expenditure Request Form must be signed by an authorized Program Representative.
- Submit completed/signed forms by 3:00 PM on the 15th of each month (or preceding school day) to be included in the upcoming Board meeting.
- Submit to Foundation Secretary & Treasurer, either in person or by email.
- Approved expenditures will be processed on Fridays following Board approval.

Mandatory Attachments:

- Program meeting minutes or email approval (must specify exact item(s) and amount).
- Vendor quote including name, address, itemized pricing (including tax, shipping, and fees).

Reimbursement Requests Protocol

Approval Process:

- The Reimbursement Request Form must be signed by an authorized Program Representative.
- Submit completed/signed forms by 3:00 PM on the 15th of each month (or preceding school day) to be included in the upcoming Board meeting.
- Submit to Foundation Secretary & Treasurer, either in person or by email.
- Approved reimbursements will be processed on Fridays following Board approval.

Mandatory Attachments:

- Program meeting minutes or email approval (must specify exact item(s) and amount).
- Approved Expenditure Request Form.
- Original receipts including vendor name, itemization, tax, shipping, and fees.
- **Note: Receipts must be dated within 30 days of submission. Older receipts will not be reimbursed.**

Requests to Utilize Foundation Account for Fundraising or Sales

Approval Process:

- Submit a completed request form to the Foundation Secretary & Treasurer.
- Form is required for any fundraiser, event, or sale depositing money into Foundation bank accounts.
- If a cash box is needed, complete a Cash Box request form and turn into Kendria Tavares.

Approval Timeline:

- Submit request at least 14 days before the start of the fundraiser/event.

Deposits/Financials

- All funds (cash, checks, coins) must be deposited into the Guajome School Business Services Safe.
- Include receipts or documentation of what items were sold, if applicable.
 - Receipt booklet can be requested from Foundation Secretary & Treasurer.
- Include a completed deposit slip in a secure deposit bag—no deposits will be accepted without one.
- Clearly label the deposit with the program name (e.g., "Friends of Tadpoles").
- Deposits will be transported to the bank by the Foundation Secretary & Treasurer on the second and fourth Fridays of each month.

Requests for Donations from Foundation Board of Directors

A Foundation Donation Request Form must be submitted to the GPA Foundation Board of Directors when requesting a donation from the Foundation for a project, program, or event.

Approval Process:

- Submit the Donation Request Form to Adrina Itzaina (itzainaad@guajome.net) by 3:00 PM on the 15th of the month (or preceding school day) for inclusion in the next Board meeting agenda.

Mandatory Attachments:

- Vendor quote (must include vendor name, address, and itemized pricing with tax/shipping/fees). Quote(s) must be dated within 30 days of submission.
- Visual presentation (file or link) sent to itzainaad@guajome.net.

Mandatory Presentation of Request:

A representative from the requesting group must present to the Board with the following information:

- Amount requested
- Intended use of funds
- Anticipated benefit to Guajome students/community
- Fundraising already completed or planned
- Timeline for when funds are needed
- Any relevant supplemental details

Presentations will be evaluated using the Guajome Foundation Board of Directors – Donation Evaluation Rubric

Helpful Links/Resources

- Foundation Secretary & Treasurer Adrina Itzaina
 - itzainaad@guajome.net
 - (760) 631-8500 x1063
- Foundation Board Meeting dates: <https://www.guajome.net/community/foundation>
- Board of Directors Names and Titles: <https://www.guajome.net/community/foundation>
- Links to all Forms: <https://www.guajome.net/community/foundation>
- Guajome Business Network: <https://www.guajome.net/community/guajome-business-network>
- Guajome Alumni Network: <https://www.guajome.net/community/alumni>