

**FORM TO ENCLOSE WITH MONETARY DONATIONS  
TO EL CERRITO HIGH SCHOOL TEACHERS, DEPARTMENTS\*,  
OR THE PRINCIPAL'S DISCRETIONARY FUND**

**Checks or money orders should be made payable to El Cerrito High School.**

**How to get the money into the school account:**

Mail this form along with your donation to: ECHS High School, 540 Ashbury Ave, El Cerrito, CA 94530, ATTN: Teacher or Department Name. Please do not send cash through the mail.

Bring this form along with your donation to school (to teacher or main office) in a sealed envelope, marked to the attention of the teacher/department so that the recipient can make sure it gets into the right school account. For security reasons, checks or money orders are always preferred, but cash is accepted.

***Please print clearly:***

Donation being made to:

\_\_\_\_\_   
 Department / Teacher & Class / Principal's Discretionary Fund

Amount donated: \$ \_\_\_\_\_ Paid by:  Check # \_\_\_\_\_  Money Order # \_\_\_\_\_  Cash

Letter needed for tax purposes:  Yes  No

*Note: If you can make a copy of your check/M.O. to use as documentation so that the school doesn't have to write an acknowledgment letter, that would be appreciated.*

Donor's name: \_\_\_\_\_

Street address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Student's name: \_\_\_\_\_ Student's Class/Blk: \_\_\_\_\_

***Thank you!***

*\* If you want to donate to a department (e.g., Math, Art, English, Special Ed, Library, Career/College Center) rather than to a teacher, an easier way to do this is to make a tax deductible donation earmarked for the department/service to the ECHS Student Activity Fund.*