

**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.*