



Donation Designation Form for CSA Members

Designations must be confirmed in writing each school year.

With a \$5 minimum monthly donation CSA members have the option to designate a San Diego County nonprofit agency to receive their contributions. Donations not designated are allocated by the CSA Board of Directors to local nonprofits who apply for grants.

- + Only one San Diego County nonprofit agency may be designated per school year.
- + Changes cannot be made during a school year to a designation amount or agency, except to start or end the one designation per school year.
- + If donating to a school you must specify the school ASB or the school Foundation.

\$ _____
 Monthly Amount (minimum \$5 in order to designate)

_____ Agency Name _____ Agency Tax ID Number

_____ Agency's Mailing Address

_____ City _____ CA _____ Zip Code

For the designation to take effect you must also submit a Payroll Deduction Form or a Voluntary Payroll Deduction on PeopleSoft.

Please check one of the following:

- I am a new member and I have enclosed a Payroll Deduction Form.
- I am a new member and I have submitted a Voluntary Payroll Deduction on PeopleSoft.
- I am a current member increasing or decreasing my contribution. I have enclosed a Payroll Deduction Form.
- I am a current member and I am not changing my contribution, so this form will suffice.

_____ Member Name _____ ID Number _____ Location Name _____ Loc. Number

_____ Signature _____ Date _____ Email address

The effective date of the designation will be the date that the form is received by CSA Administrative Support, except that forms received from February 1 – August 31 will be effective on September 1.

A receipt confirming your designation will be sent to you within 30 days.

Questions? Please email CSA Administrative Support at csa@sandi.net.

Please send the printed, completed form in school mail to “CSA – Ed Center”.