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  State  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”.

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