



Charter Oak Education Foundation

Dear Charter Oak USD Staff:

The Charter Oak Education Foundation Board of Directors would like to invite you to become a Partner in our Education Foundation. COEF is our non-profit 501c3 education foundation that raises funds on behalf of Charter Oak USD. COEF works with the Board of Education and district administration to direct those resources to benefit students in our school district. Our Vision is to enhance the quality of educational programs in the Charter Oak USD through innovative partnerships.

If you'd like to become a Partner of the Charter Oak Education Foundation, we are able to offer you a monthly payroll donation through our COUSD payroll department. A donation as little as \$10.00 or more per month could add up to \$100.00 or more per year to COEF. That would be a tax -free donation and deductible on your personal income tax return. See the attached form.

Thank you in advance for your interest in joining your fellow staff by supporting COEF.

**AUTHORIZATION
FOR VOLUNTARY PAYROLL DEDUCTION/DONATION
TO
CHARTER OAK EDUCATION FOUNDATION
P.O. BOX 1462, COVINA, CA 91722**

I, _____ herby authorize
(print employee's name)

Charter Oak Unified School District to deduct monthly from my wages

for donation to the Charter Oak Education Foundation the sum of

\$ _____.

(Employee's Signature)

(Date Signed)

Please return signed authorization form to Michael Tran, Business Services Dept., at Charter Oak Unified School District, 20240 E. Cienega Ave., Covina, Ca 91724 for processing.