

Westview Groups and Clubs - Reminders

Deposits

- Deposit forms can be found under the **Groups** tab on the Westview Foundation Website.
- Deposits slips must be filled out completely with a copy of all checks and all checks included in a envelope labeled Westview Foundation.
- Deposits should be given to the Westview Athletics Office or Finance Office during school hours.
- Checks must be made out to: **Westview Groups and Club** (This is part of the Westview Foundation).
Please put team name in the lower left corner.
 - Checks not made out to Westview Foundation will be deposited in team's ASB account.
- No coins are accepted.
- Group's account will be adjusted to cover any returned deposited check- bank fees.
- Make sure to label the deposit sheet appropriately such as: banquet, program donation, summer camp, fundraiser, spirit wear, etc.
- Not all Westview Foundation deposits are tax deductible. Please communicate that if a person is receiving a service or item then it is not a donation. (i.e. summer camp, spirit gear, banquets)
- Receipts for tax deduction purposes must be generated by our Westview Foundation Treasurer.
- The Foundation does have a PayPal account if a parent would prefer to pay/donate with a credit card.
 - Please make sure they write the team's name in the note. PayPal charges a small charge for each transaction. The PayPal button is located on the Foundation's WEBSITE: <https://www.westviewfoundation.org>
 - A specific group can have their own paypal link on the Westview Foundation Groups Page. Usually takes 30 days to establish.

Check Requests

- 2 ways to request a check. Online and paper form. Check requests forms can be found under the **Groups** tab on the Westview Foundation Website.
- Check requests must have approval/signature from Westview Athletic Director for sports teams or a Westview Administrator for other non sports groups.
- Check Request must be filled out completely with appropriate receipts or justification attached.
- Allow 2 weeks to process
- All individuals who are being paid for service outside of the season of sport must have a W9 on file before a check is issued.

