

Solicitation of Donors and Access to the ASI Tax Identification Number



The following are general guidelines for student organization members who are interested in soliciting donations and gaining access to the Associated Students Tax ID number. This process is new. Below is a description of the policy and process to follow:

Initial Steps:

1. It is crucial to meet with your Student Life and Development advisor to assist you with the process, draft solicitation letters, and develop a list of possible donors.
2. Student organizations soliciting donations and gifts are required to have an agency account with Associated Students, Inc. (ASI). Monies to be solicited must support the educational mission of the University and activities promoting the general purpose of the student organization.
3. Student Organizations soliciting gifts of \$1,000 or more must prepare a letter and a list of donors/addresses they plan to solicit and submit it to Student Services Director of Development Kathryn Courtney (FND-160) for approval. The ASI Tax ID number will be issued to donors upon approval and processing of their donation.

Receiving Monetary Gifts

***Things you need to know.** If a donor will receive a benefit for their donation, a description of the benefit and the monetary value of that benefit must be stated in the solicitation with wording that the benefit portion is not tax deductible. According to IRS regulations, if the value of benefit received equals the amount of the gift, then there is no gift value. If the value of the gift is more than the value of the benefit received, the tax-deductible gift value is equal to the gift amount minus the value of the benefit the donor received.

1. When gift funds are received, student leaders should pick up a **Student Organization Gift Record** from the ASI Business Office and complete it with donor information (including complete formal name, address, amount of gift and the description and VALUE of any benefit received by the Donor). The student leader should also include the name of organization and the student contact information (email and phone number).
2. The student organization must deposit the gift funds at ASI Business Office. A copy of the deposit form will be forwarded to the ASI Development Office- Attn: Christina Limon-Lara. The Development Office will process the gifts and provide the donor with a gift receipt thanking them for their donation to the student organization.

Receiving Gifts-In-Kind

***Things you need to know.** Merchandise (i.e. books, clothing, electronics, etc.) is considered a gift-in-kind. Donors of gifts-on-kind can be given ASI's Tax ID number if the gift is approved and if the donor requests it. The ASI Gift receipt will not have a value placed on it, the donor is responsible for claiming the appropriate amount.

1. When an in-kind gift is received, student leaders should pick up an **ASI Gift-In-Kind Transmittal Form** at the ASI Business Office, complete it, and have it **signed by the donor**.
2. The Student Organizations shall then submit the form to the ASI Business Office- ATTN: Christina Limon-Lara.
3. If the donor has requested the Tax ID, the in-kind receipt will provide that information.

For further information, please contact:

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