

QUESTIONS ABOUT FUNDRAISING FOR YOUR STUDENT ORGANIZATION

IF I GET CASH OR CHECK CONTRIBUTION, WHAT DO I DO?

Contributions of \$3,000 or less per donor can be deposited directly into your Agency Account in the Associated Students Business Office. Donors should make checks payable to “Associated Students, CSULB” and write the name of your student organization in the memo section of the check. You will need to fill out a “**Student Organization Gift Record**” form when deposit your cash/check. The ASI Development Office will issue a thank you letter to the donor on your behalf, although it is still a good idea for you to prepare one as well. ☺

The deposit of all contributions of over \$3,000 must be made to the CSULB Foundation located in the Foundation Building (FND-332), 3rd floor. Donors should make checks payable to “CSULB Foundation” and write the name of your student organization in the memo section of the check. You will need to fill out a “Deposit Transmittal” form when you deposit your cash/check into the “Associated Students Clubs Clearing Account.” The donation will be recorded and the University will issue gift receipts and thank you letters.

WHEN WILL I GET TO SPEND THE MONEY?

Contributions deposited at the Associated Students Business Office can be spent as soon as the deposit clears the bank (usually 2-3 business days).

Contributions deposited at the CSULB Foundation will be transferred to your Agency Account in the Associated Students Business Office in about 30 days (around the first of each month) and you will be notified via a memo placed in your organization mailbox (2nd floor of USU) when the funds are available.

IF I GET A GIFT-IN-KIND CONTRIBUTION, WHAT SHOULD I DO?

Fill out the information on the “**ASI Gift-in-Kind Notification**” form, have the form signed by the donor, and then turn it into the ASI Development Office (USU-313). A “gift in kind” is often times a donation of product from a business. For example, if Krispy Crème Donuts donated 3 dozen donuts for your bake sale, ASI Development staff can assist you in filling out the appropriate paperwork to acknowledge the “gift-in-kind” and an appropriate thank you letter will be sent on your behalf.

CAN I ASK ANY BUSINESS IN LONG BEACH FOR A CONTRIBUTION?

If you ask for a contribution of \$1,000 or more, it **MUST** be coordinated through a CSULB Development staff member. Because many businesses already have a long-standing relationship with CSULB and make significant contributions to the University, we discourage student organizations from approaching area businesses for donations unless they have spoken with a university development staff member first. We will provide clearance procedures as mandated by the University.

I NEED A TAX IDENTIFICATION NUMBER.

No problem, complete a W-9 Request form and submit it to the ASI Development Office. We'll be happy to provide it to the business or individual donor requesting it.

NOTE: In order for donors to receive the tax exemption benefits of a donation, student organizations **MUST** deposit gifts as indicated above. Your student organization falls under ASI's nonprofit status as a 501(c)(3) organization. Therefore, we must maintain records of how the donation was spent. The A.S. Business Office does this by requiring your Advisor to sign your spending requests.

Got Questions?

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