

CSUF Process for Fundraising and Obtaining University Tax-ID

Fundraising for Gift-In-Kind Donations

Student Organizations interested in conducting a fundraiser that would result in the acceptance of in-kind donations (i.e. gift-cards, promotional items, t-shirts, food, etc.), must follow the instructions below.

1. Student Organization must be recognized by DOS/Student Life Programs.
2. Student Organization must have an AS account.
3. Prepare a list of companies or individuals who you intend to solicit for donations.
4. Meet with one of the designated staff listed below who can assist you with the process and who will review and approve your list of potential donors.
5. When a gift-in-kind is received, keep a list of all donations including the donor name, address, contact person, item description and value.
6. Complete a *Gift-In-Kind Acceptance Form* available in the Student Organization Resource Center, TSU 247. Submit form to the Student Life Coordinator who will facilitate the obtaining of required signatures.
7. Lastly, CSFPF will provide the donor with a gift receipt for their tax-deduction and a letter thanking them for their donation to the student organization.

Staff Contacts:

Jamaar Walker Coordinator, Student Life Programs Student Organization Resource Center TSU-247 (657) 278-7622/ jwalker@fullerton.edu	Stacia Herold Associate Director of Development Student Affairs and Intercollegiate Athletics (657) 278-4516/ sherold@fullerton.edu
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Fundraising for Monetary Donations

Student Organizations interested in conducting a fundraiser that would result in monetary donations (cash, check, credit card) must follow the instructions below.

1. Student Organization must be recognized by DOS/Student Life Programs.
2. Student Organization must have an AS account.
3. Monies to be solicited must support the educational mission of the University and activities promoting the general purpose of the student organization.
4. Prepare a list of companies or individuals who you intend to solicit for donations.
5. Meet with one of the designated staff listed below who can assist you with the process and will review and approve your list of potential donors.
6. Monetary donations received MUST be made payable to **Cal State Fullerton Philanthropic Foundation (CSFPF)**. Regardless of payment type (cash, check, credit card) all donations MUST be deposited into the CSFPF.
7. Complete a *Student Club Gift Deposit Form* available online at http://www.fullerton.edu/foundation/forms/form.student_club_dep.pdf or at the Student Life Office located in TSU 247.
8. **After completion of the *Student Club Gift Deposit Form* an approval signature must be obtained from the Coordinator of Student Life in the Student Life Office, TSU 247. Once approval signature is received, submit *Student Club Gift Deposit Form* and monetary donation to CSFPF located in College Park, Suite 850 between 8-5, M-F.**
9. Once the monetary donation is deposited, a transfer of the funds will be made to the student organization's AS account indicated on the *Student Club Gift Deposit Form*. The transfer of funds takes about 5 business days.
10. Lastly, CSFPF will provide the donor with a gift receipt for their tax-deduction and a letter thanking them for their donation to the student organization.

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Restaurant Fundraisers

Student Organizations interested in conducting a fundraiser at a restaurant (i.e. Ruby's, JoJos, Rubio's, Carl's Jr. etc.), must follow the instructions below.

1. Student Organization must be recognized by DOS/Student Life Programs.
2. Student Organization must have an AS account.
3. Student Organization should contact the restaurant they wish to work with and establish the date for their fundraiser.
4. In some instances, a donor may request the Tax ID Number prior to making a contribution. The Tax ID Number will be provided to the student organization prior to the gift being received on a case by case basis.
5. When using the Tax ID Number, restaurant check MUST be made payable to **Cal State Fullerton Philanthropic Foundation (CSFPF)**. All donations MUST be deposited into the CSFPF.
6. The restaurant can mail the check directly to the CSFPF or the student organization can pick it up.
7. If the check is mailed from the restaurant, the student organization's name and AS account number need to be visible on the memo section of the check.

The mailing address is:

Cal State Fullerton Philanthropic Foundation
2600 E. Nutwood Ave., Ste 850
Fullerton, CA 92831

8. If the check is picked up by the student organization, the members are responsible for depositing the check in the CSFPF, using the *Student Club Gift Deposit Form* available online at http://www.fullerton.edu/foundation/forms/form.student_club_dep.pdf or at the Student Life Office, TSU 247. **Complete the Student Club Gift Deposit form and receive approval signature from the Coordinator of Student Life Office located in TSU 247. Once approval signature is received submit form and check to CSFPF located in College Park, Suite 850 between 8-5, M-F.**
9. Once the check is deposited, a transfer of the funds will be made to the student organization's AS account indicated on the *Student Club Gift Deposit Form*. The transfer of funds takes about 5 business days.
10. Lastly, CSFPF will provide the restaurant with a gift credit receipt for their tax-deduction and a letter thanking them for their donation to the student organization.

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