



ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, LONG BEACH

# GIFT FORM

Use this form to document gifts, in-kind gifts, give-aways to students, donations, or sponsorships.

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Describe Donation (Example: 10 t-shirts, movie screening, CD's, etc.) Approx. value of donation (if unsure, leave blank)

---

Reason for donation (Example: student event, food for meeting)

Yes    No

---

Business Name Would you like us to send the donor a thank you letter and University receipt?

---

Contact Person Name Telephone Number

---

Mailing Address

---

City State Zip

---

Your Name (print) Department/Organization Date

Documenting gifts helps: (1) Provide the donor with a University gift receipt and thank you letter. (2) Allows Associated Students to keep a record of support that can be used in an Annual Report and future grant applications. (3) Assists CSULB fundraising objectives.

*Submit form to:*

Development Office, Associated Students, [asi-development@csulb.edu](mailto:asi-development@csulb.edu)  
1212 Bellflower Blvd., Suite 313, Long Beach, CA 90815   Tel: 562-985-2402   Fax: 562-985-2082



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