

Fundraising Policies

Soliciting and Receiving Monetary Donations

The Foundation's Tax ID Number is available for your student organization to use when soliciting monetary donations. If a donor wishes to make a tax deductible monetary contribution to your organization, they must contact Mary Ann Messing, Gifts and Donations Supervisor for the Foundation, (562) 985-8491 or mmessing@csulb.edu to receive the Foundation's Tax ID #.

The donor must make the check out to "CSULB Foundation" and include a notation on the check that it is designated for your organization. Full spelling of your organization's name is a must – no acronyms.

Next, you must deposit the check to the CSULB Foundation cashier's office (6300 State University Drive, Suite 332, Long Beach, Ca 90815), which is located immediately south of the SS/PA Building.

The Foundation office will mail a receipt to the donor. Your funds will then be transferred to your Associated Students Agency Account which your organization will need to open in advance if you don't have one already. You may then withdraw the money from this account using standard A.S. Business Office forms and regulations.

T.V. Show Tapings

If your organization is planning on attending a T.V. Show Taping as a form of fundraising, you must meet with Mary Ann Messing, (562) 985-8491 or mmessing@csulb.edu, to have the W-9 form filled out. The check from the T.V. company must be made out "CSULB Foundation" and follow the same process as cash donations (see *Soliciting and Receiving Monetary Donations*).

Gift-In-Kind Donations

If you are receiving in-kind services you must fill out an ASI Gift Form. This form is used to document gifts, in-kind gifts and services, give-aways to students, donations, or sponsorships. See attached. Submit the form to:

Development Office
Associated Students, Inc.
1212 Bellflower Blvd., Suite 229
Long Beach, Ca 90815
(562) 985-2402
Fax: (562) 985-8942
asi-development@csulb.edu

CSULB Tax ID #: 93-115-0363: **To be used ONLY when requesting "Gift-in-Kind" donations.** Any questions, contact the Student Life and Development office at (562) 985-4181.