

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. Mary Ann Messing, Gifts and Donations Supervisor for the Foundation (562) 985-8491, must speak to the donor directly to release the tax id #.

If a donor wishes to make a tax deductible monetary contribution to your organization, they must make the check out to "CSULB Foundation." In addition, the donor must make a notation on the check that it is designated for your organization. Full spelling of your organization's name 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. Note that there is a 4% services charge for each transaction.

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 to have the W-9 form filled out.

Donations of In-Kind

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:

Brigitte Young, Development Associate
Associated Students, Inc.
1212 bellflower Blvd., Suite 220
Long Beach, Ca 90815
(562) 985-2402
Fax: (562) 985-8942
byoung@csulb.edu

Associated Students, Inc Tax ID #: 95-181-0426