



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.

Describe Donation (Example: 10 t-shirts, movie screening, CD's, etc.)	Approx. value of donation (if unsure, leave blank)
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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?
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Contact Person Name	Telephone Number
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Mailing Address

City	State	Zip
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Name of Student receiving gift (print)	Name of Student Organization/Dept. receiving gift	Date
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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:

Brigette Young, Development Associate, Associated Students, byoung@csulb.edu
1212 Bellflower Blvd., Suite 220, Long Beach, CA 90815 Tel: 562-985-2402 Fax: 562-985-8942