






# FINANCIAL SERVICES




## STUDENT CLUB FUNDRAISING INFOGRAPHIC

	Non Charitable Cash Gifts	Charitable Cash Gifts		Charitable In Kind Gifts
		Under \$3000	\$3000 or More	
<b>Definition</b> 	<p>When a friend, family member, business or other supporter gives your club money in exchange of goods or services</p> <p>Examples include a bake sale, car wash, sponsorship for an ad</p>	<p>When a friend, family member, business or other supporter gives your club money and you give nothing in return</p> <p>Examples include a cash or check donation with no exchange of goods or services, profit-sharing with a restaurant</p>		<p>Rather than giving you money to buy needed goods and services, a friend, family member, business or other supporter gives your club the goods and services you need</p> <p>Example include gift cards, supplies, furniture. Equipment and some services</p>
<b>Solicitation</b> 	<p>No standard introduction letter needed</p> <p>Send a standard thank-you letter after receiving a gift</p>	<p>Use the standard introduction letter for charitable donation, if needed, or</p> <p>Customize solicitation materials but obtain approval from Gift Processing at (909)869-2914 or <a href="mailto:gifts@cpp.edu">gifts@cpp.edu</a></p> <p>Send a standard thank-you letter after receiving a gift</p>		<p>Use the standard introduction letter for charitable donation, if needed, or</p> <p>Customize solicitation materials but obtain approval from Gift Processing at (909)869-2914 or <a href="mailto:gifts@cpp.edu">gifts@cpp.edu</a></p> <p>Send a standard thank-you letter after receiving a gift</p>
<b>Mail To</b> 	<p>Non-charitable &amp; charitable gifts:            Make payments out to:  <b>Associated Students, Inc</b>            (or ASI)            with club name in memo</p>	<p>Mail payments to:  <b>Cal Poly Pomona Gift Processing</b>            PO Box 3121            Pomona, CA 91769</p>	<p>Make payment out to  <b>Cal Poly Pomona Philanthropic Foundation</b>            PO Box 3121            Pomona, CA 91769</p>	<p>Provide goods or services directly to student clubs and organizations</p>
	Use ASI W-9 & EIN	Use ASI W-9 & EIN	Use Philanthropic Foundation's W-9	Not applicable



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<b>Tax Receipt</b> 	No tax receipt	Yes	Yes	Yes Student club fills out the “Non-Cash Donation/Gift-in-Kind” Form to request a tax receipt for the donor
<b>Deposit</b> 	To be deposited to club’s Agency account (account number 3XXXXXX)	To be deposited to club’s Donation account (account number 5XXXXXX)	To be deposited to a Philanthropic Foundation account	Not applicable
<b>Spending</b> 	Submit a disbursement request (DR) to ASI Financial Service to spend funds out of the Agency account (3XXXXXX)	Submit a disbursement request (DR) to ASI Financial Service to spend funds out of the Donation account (5XXXXXX)	Work with the college liaison to access funds in the Philanthropic Foundation account	Not applicable