

CHARITABLE SUPPORT FOR STUDENT CLUBS – Template

Letter of Introduction to Individuals and/or Organizations that can potentially provide charitable support to a Cal Poly Pomona Registered/Chartered Student Club/Organization

Dear Student Group Program Sponsor:

This letter is intended to introduce our organization (Insert Name of student organization) as an officially registered student club that is approved and in good standing with Cal Poly Pomona University. Our student club seeks to (Insert Purpose/Mission). We have (Insert Number) active members who are involved with our student organization and engaged with student life on our campus.

We request your kind consideration to support our student organization so we can continue to pursue our goals. A monetary donation would go a long way to benefit our members and activities, as well as help our student organization attain our educational purpose/mission.

Your monetary donation will be deposited to Associated Students Inc., which is an authorized 501 (c)(3) for charitable contributions. Any donation you make will be eligible for a charitable receipt. Tax ID Number: 95-2259044

If you would like to make a contribution, please send checks payable to Associated Students, Inc. with our club name in the Memo line and mail to:

Gift Processing
Cal Poly Pomona
PO Box 3121
Pomona, CA 91769

Thank you for your consideration in support of our club!

Sincerely,

Student Officer Name
Title
Club Name

Student Club Advisor Name
Advisor
Club Name
Department/Office