

# **DONATIONS ---QUICK TIP SHEET**

## **The Process:**

So, you want to approach some businesses for donations. Here is what you need to do:

1. Complete a Donation Request Form (which is attached).
2. Submit this list to the Student Organizations Office at least one week before you wish to solicit the businesses.
3. The Student Organizations Office will review the list and call you with the go ahead. Please do not begin soliciting until you have heard from our office.
4. For additional information, see the brochure: "Destination Dollars: A Funding Roadmap for Your Student Organization."

## **Helpful Hints:**

1. Develop a formal and personalized letter introducing your organization and the event to the business(es) you are approaching for donations.
2. Make an initial contact in person and leave the letter if you can't speak to the manager or person in charge.
3. Follow-up the initial visit with a timely phone call.
4. When you go out soliciting funds for your organization you are representing Colorado State University and all of the organizations that will follow you in asking for donations.
5. Many businesses already give a lot of money to the University and may turn you down.
6. Some donations may be considered tax deductible. Each business should consult with their accountant for more information.

**DONATION REQUEST APPROVAL FORM**  
**STUDENT ORGANIZATIONS**  
Colorado State University

*The CSU Foundation is a non-profit organization that acts as the repository and steward for all charitable contributions to the University. Since many campus organizations and departments want to solicit donations from the same businesses, individuals, and corporations, all fundraising efforts need to be cleared through the Student Organizations Office and approved by the Director of Development.*

*Please complete the below form and return it to the **Student Organizations Office**, Lower Level Lory Student Center prior to soliciting for any donations. Approval will take approximately one week.*

**Organization Name:** \_\_\_\_\_

**Organization President Name:** \_\_\_\_\_

**Person Completing Request Form & Phone Number:** \_\_\_\_\_

**Project & Details for which requesting donations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Project:** \_\_\_\_\_

*Please list businesses you wish to solicit, donations requested and the estimated dollar amounts.*

**BUSINESSES**

*(Ex.) Walrus*

**DONATION REQUESTED**

*Gift certificates*

**ESTIMATED \$ AMOUNT**

*\$20.00*

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

**BUSINESSES**

**DONATION REQUESTED**

**ESTIMATED \$ AMOUNT**

13.

14.

15.

16.

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35.

*(please attach additional sheets if you need to add more businesses).*