



Cal Poly Humboldt FOUNDATION

Student Club & Organization



Donation Acknowledgement Form

This form should be completed by any RSO Club receiving a donation. If the donation is a **check or cash**, submit with completed form to the **Gift Processing Center (SBS 285)**. If the donation is **"in-kind" (a physical product)**, submit this completed form along with a picture of the item and proof of value to **Club Financial Services (SBS 285)**. The Foundation will send a letter (sufficient for donor's tax purpose) to the organization which made the donation.

Donation Recipient:

_____	_____
[Club Name]	[Club Fund #]

[Club Contact Email]	

[Club Contact Phone Number]	

Donor Information:

_____	_____
[Donor's Name]	

[Organization Name]	

[Mailing Address]	

[City, State, Zip]	

<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> In-Kind Donation
\$ _____		\$ _____
		[Fair Market Value]

Date Donation Received: _____

Description of Donation: _____

Purpose of Donation: _____

Advancement Office Use Only

☐ Accept ☐ Reject

Signature/Title: _____ Date: _____

Upon acceptance, the Office of Advancement will acknowledge the donor and provide confirmation for tax purposes.