



Humboldt State University FOUNDATION



Student Club & Organization

Donation Acknowledgement Form

This form should be completed by any HSU 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 257)**. 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]

Cash Check

In-Kind Donation

\$ _____

\$ _____

[Fair Market Value]

Date Donation Received: _____

Description of Donation: _____

Purpose of Donation: _____

Philanthropy Office Use Only

Accept Reject

Signature/Title: _____ Date: _____

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