

A.S. GIVES BACK FUNDING REQUEST



All recognized student organizations are eligible for the "A.S. Gives Back" program. A.S. will allocate to the student organization ten percent of funds (not to exceed \$500) raised by the organization and donated to a charitable organization that is authorized by the IRS to receive charitable contributions.*

Each student organization is eligible to receive funding for one individual and one joint event per academic year. For any joint event, the amount will be split evenly between groups. Funds are available on a first-come, first-served basis until funding is depleted. Complete and submit the "A.S. Gives Back" Funding Request Form along with an acknowledgement letter from the eligible charitable organization noting amount of the donation no later than May 1st to the A.S. Business Office, lower Aztec Center.

The requesting student organization will be scheduled at the next Finance Board action meeting to review their proposal. All allocations must be approved by the Finance Board.

Please submit a Check Request Form to the A.S. Business Office to receive your funds.

*To verify an organization's charitable status, you can:

1. Check with the organization to which you plan to make the donation.
2. See Publication 78 for a list of most qualified organizations. This publication is available on the IRS website at www.irs.gov under Charities and Non-Profits.
3. Call the IRS Tax Exempt/Government Entities Customer Account Services at 1-877-829-5500.

Sponsoring Organization(s): _____

Charity: _____

Event(s) being held: _____

Location(s): _____ Date(s) & Time(s): _____

Amount Raised from Event: \$ _____ Amount Donated to Charity: \$ _____

Why did your organization choose this charity? _____

Who does this charity benefit? _____

Student Organization Event Chair Signature

Student Organization Advisor Signature

Printed Name

Date

Printed Name

Date

Telephone

Telephone

E-mail

E-mail

FOR OFFICE USE ONLY:

On Campus Status Verified: Yes

Gift Acknowledgement Form Received: Yes Amount Donated: \$ _____ A.S. Donation (10% or max. \$500) \$ _____

Approved by Finance Board on: _____

DATE

VP FINANCE SIGNATURE