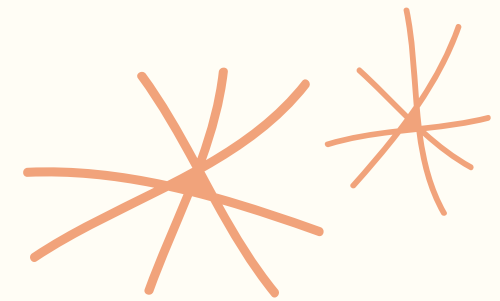


Donations and Gifts

SPORT CLUBS



Types of Donations



Cash or checks written out to your club

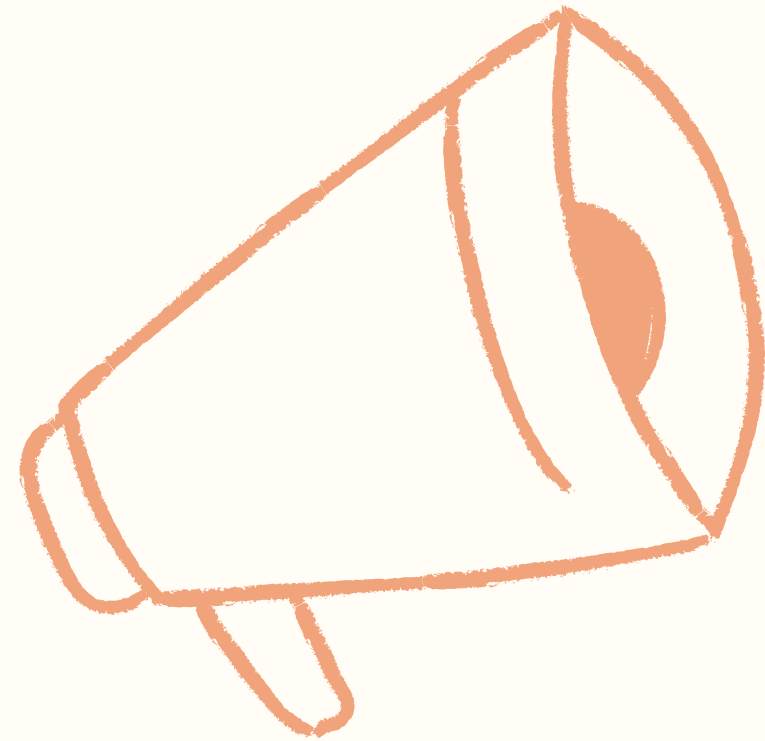


Donated items or equipment from friends, family or companies



Items given with the purpose of being used as prizes for a club's event



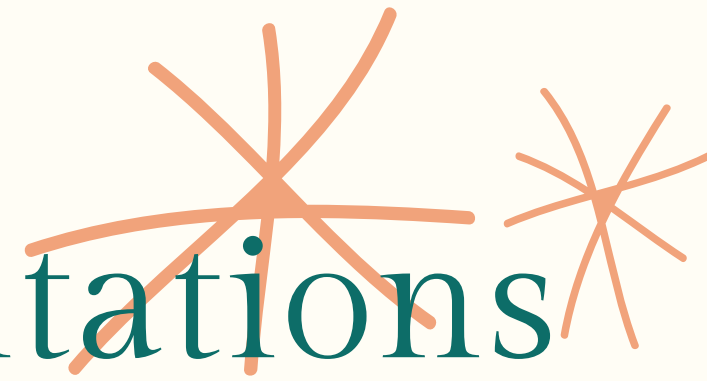


Solicitation Process

- Technically, any time you would like to go out and ask for money or donations, you should be submitting information for a solicitation review to the Office of Development (this includes fundraisers with companies!)
- Since you are an entity of UC Davis, the school needs to make sure you're not saying anything that the University cannot deliver on
- Development needs to review who clubs want to ask, why they're asking, and prepare the right language for that
- This process can take up to 20 days, so this is why it's important to send this to development with ample time
- You will need to send your solicitation review request to DEVARHelpDesk@ucdavis.edu

Asking for money donations, used equipment, prizes for your event -- ALL solicitations!

Tips for Future Solicitations



1

Prepare templates for your solicitations in advance

2

Try to avoid saying that gifts are tax-deductible (because it's not guaranteed)

3

When in doubt, ASK!

Donations with Acknowledgment

Is your donor looking for a tax receipt from UC Davis?

Money Donations

- Donor needs to fill out a "Donor Intent Form"
- Can do this with cash, a check, or credit card
- Checks should be made out to UC Regents

Non-Money Donations

- Donor needs to fill out a "Deed of Gift Form"
- If gifts exceed a \$5,000 total value, additional information will be requested from the office



When a company asks for a tax ID number when organizing your fundraiser, the check resulting from that event should be going into your donations account through the university (since this means they want tax acknowledgment)

Why We NEED These Forms!



These forms hand over the tax receipting legal responsibilities to UC Davis

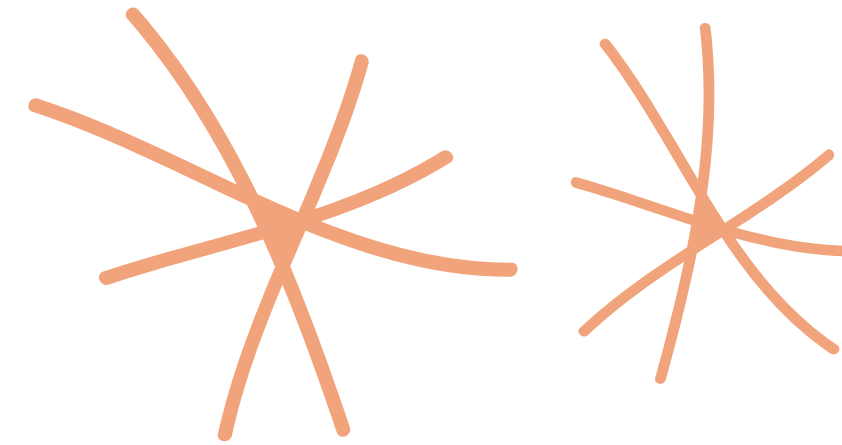
They take care of reviewing the gifts and receipting the donors when gifts are approved

They handle the verbiage and any questions or concerns about gifts that are not tax-deductible, so you don't have to



(^that's why the review process is important and we're not just giving out tax ID numbers!)

If a donor wants to give money or an item and is NOT looking for tax acknowledgment, the process is done there!



If someone wants to give a club something and clearly says they are not looking for any kind of receipt or acknowledgment from UC Davis, then no forms need to be filled out!