

Club Donation Tips
(For all club events and game watches)

All scholarship donations to the club require accounting details reported to the OSUAA Director of Clubs. It is suggested that you have hard copy forms or a computer available at all club events and game watches throughout the year. Here are some tips for you!

Using the Club Donation Details Report

For Individuals who want Personal Tax Benefit (Checks or Cash)

- Obtain Club Donation Details Report. Make as many copies as you need.
- Type in the club's current use or endowment account number(s). Current use begins with a 3 and an endowment account begins with a 4-pending, 2-interest/distribution account, 6-principal.
- If club has *multiple accounts*, print of multiple Report forms to record donations to each account.
- Record appropriate account number in "memo" section of the check.
- If writing a check, make **check payable to The Ohio State University Foundation**.
- If individuals give you cash, the club can write one club check for the total amount but indicate that the individuals made a cash gift on the Donation Report. Put club account number in the club check memo.
- Turn in the collected monies and Details Report to the treasurer of the club.
- The treasurer should make a copy of the Details Report(s) for reference if needed.
- Send the individual's checks to OSUAA attention Leslie Smith (see below for contact information) with the completed Donation Reports. Once received, the check(s), they will be processed and the individuals will be thanked for their donation by the OSU Development Office. The individual will receive the tax benefit, not the club.

For Individuals who do not want Personal Tax Credit

For the club treasurer's benefit and proper reporting -

- Obtain Club Donation Details Report. Make as many copies as you need.
- Type in the club's current use or endowment account number(s). Current use begins with a 3 and an endowment account begins with a 4-pending, 2-interest/distribution account, 6-principal.
- If club has *multiple accounts*, print of multiple Report forms to record amounts in each account.
- Collect monies, record information.
- Turn in the collected monies and Details Report to the treasurer of the club.
- Treasurer deposits the monies. Keeps the Details Report for reference if needed.
- Treasurer writes club **check payable to The Ohio State University Foundation**.
- Send check(s) to OSUAA attention Leslie Smith using the Gift Processing Form. Once received, the check(s), will be processed and the club will be thanked for their donation by the OSU Development Office.

For Companies that donate to the club's Scholarship Fund

- Ask the company if they want tax credit or not. If they do,
 - Send their check made payable to **The Ohio State University Foundation** at Leslie's attention with the Gift Processing form. Write in club account number in memo of the check. Once Leslie receives the check(s), they will be processed and the member will be thanked for their donation by the OSU Development Office. The individual will receive the tax benefit, not the club.
- If the company does not want the tax credit,
 - Have them write a check payable to the club. The club then sends in the check with a Gift Processing Form. Write in club account number in memo of the check. The club will receive notification.

Using the Online Form for individuals using a Credit Card

Have a lap top on hand at all events and game watches throughout the year.

- Go to this website- [Club Online Direct Giving](#).
- Find then select the club's account by clicking on "Add Gift to List".

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- Help the individual with the following instructions:
 - Insert amount they wish to donate.
 - Click on complete “your gift”.
 - Select type of gift (in honor, in memory, neither honor or memory).
 - Click submit & go to step 2.
 - Insert information required, click on submit & go to step 3.
 - Insert payment information, click submit.
 - All DONE!
 - The individual will be thanked for their donation by the OSU Development Office.

Other Tips and Suggestions

- If you have not already done so, add the online web link and instructions to your Scholarship or Donation page on your club website.
- Attached is the Gift Processing Form and Club Donation Details Report.

Leslie Smith’s contact information

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