

Student Life

Campus Involvement

Process for Gifts to Student Organizations

If contributors want their contribution to be gifts to the University (i.e., they want to obtain a University receipt and take a charitable deduction on their income taxes), it is important to consider the intended purpose of the gift.

SSOs:

Specific Student Organization

If the contribution is intended to be a gift and is for a specific sponsored student organization, the University can accept the gift only if the gift is accepted and processed for a University receipt through the procedure defined by the sponsoring unit, as described in the SSO Agreement. For more information, contact your unit's OUD officer.

VSOs:

Specific Event

If the contribution is intended to be a gift and is for a specific event, such as a career fair, the contribution can be accepted as a gift *only if the event is sponsored*.

To be sponsored, the event must be conducted:

- Under an [Event Sponsorship Agreement \(ESA\)](#) signed by:
 - A VSO *and* a University department, or
 - A VSO *and* the collaborating SSO *and* sponsoring department

If any of these three configurations are in place, the event is sponsored and the gift can be accepted *by the sponsoring unit* using its usual process and disbursed to benefit the event.

As part of your co-sponsored event, there will be several pieces of documentation **MUST** be completed before funds from your donation can be accepted and transferred to your SOAS account. These include:

1. An application
2. An agenda
3. A preliminary budget – must list any donations you will receive in the revenue section and list any expenses you will have in the expenses section
4. The signed agreement – must be completed in person
5. A final budget – must be completed within two months of your event ending
6. A summary document - must be completed within two months of your event ending

ONLY once the first four documents are completed, can any donations be accepted on your organization's behalf. In addition, if the final two documents are not completed, your organization will not be allowed to register another sponsored event with our office.

For questions or to get the process started, contact Katelyn Killewald (killewal@umich.edu, 734-647-2423) in the Engineering Office of Student Affairs.