

Sponsored Student Organization (SSO) Guide to Gift Processing

Donor Documentation/Email/Letter

Donor documentation (email or letter) stating **gift intent** and **gift purpose** is required for all gifts to the University in support of a student organization.

Donor documentation can be in the form of a letter, an email, check memo comment or a check stub comment. Donor documentation must include the words “**charitable donation**” or “**donation**” or “**gift**” to document the intent to give funding that will be tax receiptable for tax purposes.

**NOTE!! “Sponsorship” is not synonymous with “gift” or “donation.” **

You can email the donor stating “Please confirm that your check of \$_____ is a charitable donation to the University of Michigan in support of [*student org name here*].”

A simple “yes” reply is all that is needed.

Print or forward that email to the ENG Gift Processing Team at enggiftcontacts@umich.edu.

What Counts as a Gift?

A gift is money given as a charitable gift to the University. Each donor receives an official UM gift receipt stating the donor’s name and address, the amount given and purpose of the gift. This serves as documentation for tax purposes.

A **Sponsored Student Organization (SSO)** can receive gifts directly to its SOAS account (Student Organization Accounts Services), except for the three SSOs listed below that have gift processed to Engineering gift accounts, not their SOAS accounts:

- Engineering Global Leadership Honors Program (EGL)
- Student Space Systems Fabrication Lab (S3FL)
- University of Michigan Solar Car Team

If your student organization is a Voluntary Student Organization, there are gift restrictions - do not reference this document. Rather: “*Voluntary Student Organization (SSO) Guide to Gift Processing.*”

Is the Donor Receiving a Benefit for Making a Gift?

When a donor gives a gift and receives a benefit from that gift, this is called a Premium.

Some examples of benefits are paying for a flight, hotel, meal or giving a t-shirt or similar items of value. Recruitment benefits are not allowed.

Donors must be informed in advance of giving their gift that their tax receiptable amount will be **reduced** by the benefit (aka Premium) of their gift.

Example: A donor gives a \$200.00 check in support of your student organization event.

All donors who give \$200 or more will receive a t-shirt and a fruit basket.

The value of the t-shirt and lunch is documented at \$15.00.

The donors tax receiptable amount of their gift is \$185.00.

Crowdfunding

Contact the OSA office regarding Crowdfunding options. See the end of this document.

Gift Invoices

Some donors, typically a company or corporation, will require an invoice before giving money. Contact the ENG Gift Office to request a gift invoice. See the end of this document.

Gift Acknowledgment (Thank-You) Reports

A weekly or monthly gift acknowledgment report can be provided for the purposes of thanking your donors. A 30 minute in-person training session is required. Contact the ENG Gift Office to schedule.. See the end of this document.

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IRS W9 Form

If a donor requests a W9 form ("Request for Taxpayer Identification Number and Certification" – an IRS form) we can provide this to you to send to your donor.

The W9 serves as proof of the university's 501(c)(3) status, aka tax exempt status.

NOTE: The university is a 501c3, not the UM chapter of your student organization.

In-Kind Gifts

A non-monetary gift (material, equipment, art or other items) to the university is called an In-Kind Gift. Contact the ENG Gift Office for U-M documentation requirements and processes.

Ways to Give

Check payable to: **University of Michigan**

Memo line: "Gift for [*student org name & co-sponsored event name here*]"

Mail to:

University of Michigan

College of Engineering

1221 Beal Ave. Suite G264

Ann Arbor, MI 48109

Credit card by phone

Ask donors to call the ENG Gift Office at 734-647-7043 between 8:00 - 4:30 EST.

Cash wire or ACH (Automated Clearing House)

Request donor instruction sheet from our office at enggiftcontacts@umich.edu or x77043.

Online Giving Leaders & Best

Donors may give via credit card to your student organization at this website:

<https://leadersandbest.umich.edu/find/#!/scu/eng>

IMPORTANT!

Never sign any documents!!

Forward to enggiftcontacts@umich.edu or coe-studentorgsupport@umich.edu.

Questions? Contact Us!

ENG Gift Office

Ellie Snyder - Maddie Maviglia

enggiftcontacts@umich.edu - 734-647-7043

Lurie Engineering Center, G264

ENG Office of Student Affairs

Mariah Fiumara - Kate Killewald

coe-studentorgsupport@umich.edu - 734-615-5728

153 Chrysler Center