

AAUW Contribution Report Form

Officer Name:		
Officer Address:		
Phone:	E-mail:	Date:

Mail the completed form and contributions to the **AAUW Development Department, P.O. Box 98045, Washington, DC 20090-8045.**

Donor Information <small>List name and full address of individual, branch, state, or business. Include business contact if applicable.</small>	Amount	Fund # <small>Unspecified gifts will go to the AAUW Fund.*</small>	Branch/State Credit <small>List the branch and state to receive credit. Write state only if credited as a state contribution.</small>	Notes <small>List notes such as memorial information or whether donor needs a pin. Include credit card number, type, and expiration date here if paying by credit card.</small>
Total				

*The AAUW Fund (9110) is the general fund of the organization. It allows AAUW to react to new challenges and develop, disseminate, and sustain programs including camps, trainings, and advocacy efforts.



Questions? Contact the AAUW Development Department at development@aauw.org or 202.728.3307.

AAUW Contribution Report Form Instructions

Thank you for your gift! For record-keeping purposes, make copies of this form for the branch and state contacts. Please mail completed form and contributions to the AAUW Development office at P.O. Box 98045, Washington, DC 20090-8045. Make checks payable to “AAUW” for tax-deductible contributions or to “AAUW Action Fund” for contributions that are not tax deductible.

Use the following form to submit contributions to AAUW or the AAUW Action Fund. You may also download this form from the AAUW website at www.aauw.org/resource/contribution-report-form-2.

1. **List the donor information** (name and complete address) for each contribution submitted with this form. If the donor is a branch, state, or business, also include the name of a contact person. Indicate branch and state gifts in the Notes column. This information helps staff keep donor records updated and enables AAUW to send the tax receipt to the donor. Branches and states are also encouraged to send personalized thank-you notes to donors.
2. **Enter the gift amount.** This amount must match the amount on the donor’s check or the branch check.
3. **Enter the fund code number** for the contribution. If the donor does not specify where the contribution should be applied, AAUW considers it an unrestricted gift to the AAUW Fund (9110). See the attached list of fund names and numbers by program area.
4. **Enter the branch and state to be credited.** All AAUW branch member donations are credited to the member’s primary branch and state. If a donor wishes to credit another branch or state instead of her or his primary branch, list that branch name or code number. If the donation is from a branch, the branch will receive credit automatically.
5. **Add notes** to inform staff of special instructions regarding this gift. (For example, “This contribution is in memory or honor of someone;” “Send this donor a pin;” “This donor has already received a pin.”) If the gift is in memory or honor of someone please include the address so a notification can be mailed to the recipient.
6. **Verify that the checks submitted** equal the amount of contributions listed.
7. **You may want to keep one copy for your branch records** and another copy for your state records.
8. **Mail the completed form and contributions** to the AAUW Development Department, P.O. Box 98045, Washington, DC 20090-8045. Contributions must be submitted within 30 days of receipt.



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AAUW Fund Names and Numbers by Program Area

9110 — The AAUW Fund goes to where the need is greatest. Unrestricted gifts to this fund support existing programs and give AAUW the dexterity to act quickly and responsibly in the wake of any new challenges facing women and girls.

4339 — The Leadership Programs Fund supports programs that develop women’s potential to lead in their schools, communities, and country. It supports all the following tax-deductible programs:

- 2505 — National Conference for College Women Student Leaders (NCCWSL) attendees develop their leadership skills, networks, and ambition at this three-day conference held annually in the Washington, D.C., area. Donations to this fund provide financial assistance to young women who would be otherwise unable to attend the conference.
- 2515 — Campus Action Projects award grants to campus leaders who deliver programs guided by AAUW research to address a gender-based issue in their campus communities.
- 2522 — Elect Her teaches young women leaders to run for student government and future office. This program has increased the number of women running for and winning campus positions.
- 4338 — Start Smart. These salary negotiation workshops provide college women who are approaching the job market with the knowledge and skills to negotiate salaries and benefits.

4336 — The Educational Opportunities Fund supports educational and lifelong learning opportunities that give women a chance for a lifetime of success. Donations to this fund support the following tax-deductible programs:

- Fellowships and Grants. To support a specific named fellowship or grant, refer to our directory at www.aauw.org/resource/fellowship-and-grant-fund-directory for the appropriate fund name and number.
- 4371 — Tech Trek educates and inspires rising eighth-grade girls across the country in science, technology, engineering, and math through weeklong camps.

9170 — The Eleanor Roosevelt Fund supports AAUW research to provide analysis, data, and accurate information about issues that are important to women and girls. Past reports include *Solving the Equation: The Variables for Women’s Success in Engineering and Computing* (2015) and *Graduating to a Pay Gap: The Earnings of Women and Men One Year after College Graduation* (2012).

3999 — The Legacy Advocacy Fund supports the protection of the legal rights of those who are facing sex discrimination. Donations to this fund support the following tax-deductible programs:

- 9310 — Case support protects LAF plaintiffs by supporting workplace sex discrimination cases.
- 3072 — Travel and Education Grants inform AAUW members through educational programs delivered by LAF plaintiffs and lawyers about legal rights.
- 3500 — Campus Outreach Projects protect college students from discrimination, harassment, and assault through on-campus program grants.

4337 — The Public Policy Fund supports advocacy for public policies and laws that are fair to women.

2011 — The AAUW Action Fund advances equity for women and girls through member activism and voter mobilization. These donations are not tax deductible.



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