

CONTRIBUTION REPORT FORM

For record keeping purposes, make copies for the branch and state contact. Please mail completed form and contributions to
AAUW Development Office, **P.O. Box 98045, Washington, DC 20090-8045**

Make checks payable to “AAUW Funds” for tax deductible contributions or to “AAUW Action Fund” for non-tax deductible contributions.
See attached instructions for more details.

Your name:	State:	Date:
Address:		
Daytime phone:		E-Mail:

Donor Information List name and full address of individual, branch, or state.	Amount	Fund List the Fund number <i>only</i> .	Branch/State Credit List the branch and state to receive credit. Indicate only state if credited as a state contribution.	Notes List information such as donor needs a pin, memorial information, or credit card number/type if the gift is by credit card.
TOTAL				

Commonly Used Fund Numbers: AAUW Action Fund: 2011, AAUW Funds: 9110, Legal Advocacy Fund: 3999, Educational Opportunities Fund: 4336, Public Policy Fund: 4337, Eleanor Roosevelt Fund: 9170, Leadership Programs Fund: 4339



Questions? Contact the AAUW Development Office at development@aauw.org or 202/728-3307.

CONTRIBUTION REPORT FORM INSTRUCTIONS

Use this form to submit contributions to AAUW Funds or the AAUW Action Fund. You may copy or download this form from the member center at http://www.aauw.org/member_center/forms/contribution_report.cfm as needed.

Step 1 List the donor information (name and complete address) for each contribution submitted with this form. If the donor is a branch or state, include the leader's name and address and please state that the gift is a branch gift in the *Notes* column.

This information assists staff in keeping 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.

Step 2 Enter the gift amount. This amount must match the amount on the donor's check or the branch check.

Step 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. See the attached list of fund names and numbers by program area.

Step 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 code number. If the donation is from a branch, the branch will receive credit automatically.

Step 5 Add notes to inform staff of special instructions regarding this gift (e.g., this contribution is in memory or honor of someone, send this donor a pin, this donor has already received a pin).

Step 6 Verify that the checks submitted equal the amount of contributions listed.

Step 7 You may want to keep one copy for your branch records and another copy for your state records.

Step 8 Mail the completed form and contributions to the AAUW Development Office, P.O. Box 98045, Washington, DC 20090-8045. Contributions must be submitted within 30 days of receipt.



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FUND NUMBERS AND NAMES BY PROGRAM AREA

2011 – AAUW Action Fund. Contributions to **AAUW Action Fund** advances equity for women and girls through member activism and voter mobilization, and are not tax-deductible.

9110 – AAUW Funds. Contributions to **AAUW Funds**, a 501(c)(3) organization, support **all** programs listed below, and are tax-deductible.

3999 – THE LEGAL ADVOCACY FUND supports the protection of the legal rights of those who are facing discrimination. Supports all the following tax-deductible programs.

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

4336 – THE EDUCATIONAL OPPORTUNITIES FUND supports educational and lifelong learning opportunities that give women a chance for a lifetime of success. Supports all the following tax-deductible programs.

- 4322 - **Fellows Alumnae Initiative.** Inspires women by providing access to the network of past and current AAUW fellows and grantees.
- **Fellowships and Grants.** To support a specific named fellowship or grant, refer to *Names Honored* in the member center at http://www.aauw.org/member_center/names_honored/index.cfm for the appropriate fund name and number.

If your branch or state wishes to establish a new named fellowship or grant, contact the development office at development@aauw.org or 202/728-3307 for more information.

4337 – THE PUBLIC POLICY FUND supports advocacy for public policies and laws that are fair to women. Supports all the following tax-deductible programs.

- 2256 - **Government Relations.** Our professional lobbyists advocate on Capitol Hill and in the White House, ensuring that our voices are heard in the halls of Congress and at the tables of power when decisions that affect women and girls are made.
- 2517 - **Civic Engagement.** Helps women act as their own advocates by providing members with the information and tools to build robust woman-to-woman voter registration and turnout drives in their communities.
- 2257 - **Field Organizing**, which engages individuals and branches in public policy advocacy through Impact Grants, Action Network, the Two-Minute Activist program, and *Washington Update*.



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FUND NUMBERS AND NAMES BY PROGRAM AREA

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 *Behind the Pay Gap* (2007) and *Where the Girls Are* (2008). Look for upcoming research on women and girls in science, technology, engineering, and math and a report on sexual harassment in the workplace.

4339 – THE LEADERSHIP PROGRAMS FUND supports programs that develop women’s potential to lead in their schools, communities, and country. Supports all the following tax-deductible programs.

- 2505 – **National Conference for College Women Student Leaders.** Attendees develop their leadership skills, networks, and ambition at this acclaimed, intensive three-day conference held annually in Washington, D.C.
- 2515- **Campus Action Projects.** AAUW awards grants to campus leaders to deliver programs guided by the findings and recommendations of AAUW research to address a gender-based issue in their community. Replicable or ongoing projects are selected to provide continued leadership training and support for women leaders.
- 2522 – **Campaign College.** Teaches leaders the skills they need to run for student government. This program successfully increases the number of women who are involved in making decisions that affect all students on campus. These student leaders are also introduced to a national network of women who are running for and holding public offices.



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