

# **FEDERATION OF TEXAS A& UNIVERSITY MOTHERS' CLUBS**

## **INSTRUCTIONS FOR DONATIONS**

This packet of information has been prepared to assist the Mother's Clubs in making their contributions to the various organizations and activities at Texas A&M University.

Please refer to our website, [www.aggie moms.org](http://www.aggie moms.org), for the Organizations and Accounts Chart to find organization's account number.

Checks for **ALL** contributions **MUST BE MADE PAYABLE TO THE TAMU FOUNDATION.**

The Federation does not recommend sending money directly to campus organizations.

**ABSOLUTELY DO NOT MAKE CHECKS PAYABLE TO TEXAS A&M UNIVERSITY.**  
**(If you do, the money will go to the University Fiscal Account and can never be removed!!!!**

When sending contributions it is important that you include your **check, a letter** (see example on following pg. 2) and a copy of your Federation Donations Form (Form E). If you wish to send several donations at one time, it is not necessary to write more than one check to the Foundation. However, **in your letter accompanying the check, you must specify exactly how the money is to be distributed and the ACCOUNT NUMBER for the organization (see example on pg. 2).**

Mail to:

Dr. Eddie Davis, President  
Texas A&M University Foundation  
401 George Bush Drive  
College Station, Texas 77840-2811

Please send a copy of the Foundation letter or a separate letter including the date and amount of your donation to the advisor of each organization or activity to which you have contributed. This is necessary so that they will know how much money is available at the Foundation for their use. They may be unaware of your gift without your letter. If you need an organization's contact person, please refer to the organization's website.

Please feel free to contact me with any questions.

**Gloria Graves, 4th Vice President – Projects 2009 – 2010**  
**Federation of Texas A&M University Mothers' Clubs**  
**2403 Goldenrod**  
**Highlands, TX 77562**  
**Cell: (281) 382-1457**  
**e-mail: atmmomglg@hotmail.com**

**SAMPLE LETTER – ATTACH WITH FORM E**  
**YOU MAY USE EITHER (A) OR (B)**  
**This is an example only!**

Dr. Eddie Davis, President, TAMU Foundation  
401 George Bush Drive  
College Station, Texas 77840-2811

**(A) FOR ONE ORGANIZATION:**

Please find enclosed a check in the amount of \$ \_\_\_\_\_ which is our donation from the  
                    (Name of Club)                     to                     (Campus Organization and Account #)  
at Texas A&M University.

**(B) FOR MORE THAN ONE ORGANIZATION – SAME CHECK:**

Please find enclosed a check in the amount of \$ \_\_\_\_\_ which is our donation from the  
                    (Name of Club)                     to the following campus organizations at Texas A&M University.

- \$100.00 - Carpool – Account # 956550
- \$100.00 - Fish Camp – Account # 956340-20000
- \$100.00 - Big Event – Account # 959830
- \$100.00 - Sterling C. Evans Library Mothers' Club Endowment – Account # 04-57152

Attached you will find a copy of our Form E.

Sincerely,

(Your name)  
(Your club name)  
(Address)  
(Phone)  
(e-mail)

cc: Contact Person of Campus Organization