

FEDERATION OF TEXAS A&M UNIVERSITY MOTHERS' CLUBS INSTRUCTIONS FOR FORM E AND DONATIONS

This packet of information has been prepared to assist the Mothers' Clubs in making their contributions to the various organizations and activities at Texas A&M University College Station, Galveston, McAllen, and Qatar campuses. Please refer to our website, www.aggie moms.org under Resources>Documents, for the **Authorized Student Organization List** to find the organization's account number and Mothers' Club (MC) Code. The Organization's MC Code corresponds with the category numbers on Form E. (Example: An organization with an MC Code 13, would be included on Form E, Line #13 - Campus Service.)

Checks for **ALL** contributions **must be made payable to the TEXAS A&M 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 AND A LETTER TO THE TEXAS A&M FOUNDATION**. (See example on following page). If you wish to send several donations at one time, it is not necessary to write more than one check to the Texas A&M Foundation. However, **in your letter accompanying the check, you must specify exactly how the money is to be distributed, listing each organization to which you are donating, the ACCOUNT NUMBER for each organization, and the amount of funds to each.** (See example on page 2.)

Mail donation check(s) and letter(s) to: **Tyson Voelkel '96, President
Texas A&M Foundation
401 George Bush Drive
College Station, Texas 77840-2811**

It is highly recommended you send each organization for which you provide a donation a copy of the letter to the Texas A&M Foundation with the donation details, or a separate letter including the date and amount of your donation, to the advisor of the organizations or activities 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.

*****WHEN COMPLETING FEDERATION FORM E**, group donations and dollar amounts into the MC Code categories provided. *(Example: A \$100 donation to the CARPOOL and a \$200 donation to The Big Events, both with an MC Code 29, would be noted on line #29-Student Government, as a \$300 cumulative donation for that MC Code category).* If you provide mileage stipends or monetary gifts to organizations that speak at your Club meeting, or provide other awards such as Corps awards (shoulder cords), please include and provide detail in the OTHER section of the Form E. ***Note: Because of any prior distributions made by your Club throughout the year, the current check(s) to the Foundation and Form E totals may not be the same.***

PLEASE SEND, TO THE 4TH VP REPORTS, YOUR COMPLETED FORM E AND ATTACH A COPY OF THE LETTER YOUR CLUB SENT TO THE FOUNDATION CONTAINING THE COMPLETE LIST OF ORGANIZATIONS TO WHICH YOU DONATED.

Please feel free to contact **Cindy DeWitt '86, 4th VP Reports**, 502 Shire Drive, College Station, TX 77845, with any questions. Email her at 4thVPReports@AggieNetwork.com or call 979-777-3832.

SAMPLE LETTER TO THE TEXAS A&M FOUNDATION
USE EITHER (A) OR (B)
This is an example only!

Tyson Voelkel '96, President
Texas A&M Foundation
401 George Bush Drive
College Station, Texas 77840-2811

Dear Mr. Voelkel:

(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

\$100.00 - The Big Event – Account #959830

\$100.00 - Sterling C. Evans Library Mothers' Club Endowment – Account #04-57152

Sincerely,

(Your name)

(Your Club name)

(Address)

(Phone)

(Email)

cc: Contact Person of Campus Organization