

Form E - Electronic Submission Instructions

The purpose of the Federation Form E is to collect the annual donation amounts from Aggie Moms' Clubs to student organizations. We compile and track the numbers that show the impact we make to Texas A&M University. Form E helps with the process since there are numerous student organizations.

Form E

Use the most recent [Authorized Student Organization List](#) posted on the Federation website. Each eligible organization will have a corresponding Account Number and MC Code, which are needed for submitting your donations. If the organization cannot be found, contact 4th VP Reports for guidance.

Form E

- ✓ Should be submitted electronically to the Federation annually with ALL donations for the year made to organizations. [This includes donations distributed by the A&M Foundation and those made directly to groups.]
- ✓ Donation amounts will be grouped by MC Code. *(Example: A \$100 donation to CARPOOL and a \$200 donation to the Big Event, both with an MC Code 29, will be noted under #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.)*
- ✓ When completing Form E information, you will be instructed to email a copy of the Donation Letter to the Texas A&M Foundation to 4thVPReports@AggieMoms.org. A PDF version of the submitted Form E will be emailed to the email address provided for your records.

Donation Letter to Texas A&M Foundation

Donations to student organizations are to be sent to the Texas A&M Foundation if that office will be making the distributions to the organizations. This is the Federation's recommended method. The letter will 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 [Sample letter](#)).

When sending, you must include:

- (1) a check (made payable to Texas A&M Foundation) for the donations to be distributed; and
- (2) a copy of the submitted Form E (PDF emailed after electronic submission).

**Important 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.*

Donation Letter to Individual Organizations

We recommended that you send a letter to the advisor of the organizations or activities to which you have contributed, noting the donation details. If the Foundation handled the distribution of funds, it would be helpful to send a copy of the Donation Letter to A&M Foundation; otherwise, they may be unaware of your gift. If you need an organization's contact person, refer to the organization's website. For more information, check out the [Frequently Asked Questions Regarding Donations to TAMU Student Organizations](#). If you have questions, feel free to contact 4thVPReports@AggieMoms.org