

# SAMPLE #1

## DONATION LETTER FOR CASH

Long Beach State  
Water-Ski and Wakeboard Team  
2007-2008

Dear Community Member:

The Long Beach State Water-ski and Wakeboard Team was established in 1988 by a group of students with a common interest in water skiing. Since then, the development of water sports has brought about Wakeboarding and Wake-skating, which have also been integrated into this team. What started out small has now developed into a well rounded, competitive and highly dedicated collegiate team.

We have an exciting year planned and we are asking for donations to help offset our general expenses. To keep the team progressing each season requires a significant budget that cannot be met by student dues alone, and although much of this budget is derived from member dues, we try to keep the dues down in order to allow more members to participate. We depend on businesses as well as individuals in the community to support our team in order for us to continue to not only compete but also represent the City of Long Beach and our University. Our expenses for the 2007-2008 season consists of team registration, league fees for each member, lodging, boat maintenance, insurance, registration, gas, launch ramp fees, team apparel, travel to and from tournaments, as well as some new equipment for the team's progression.

Our goal is to acquire sufficient funds from sponsors to strengthen the foundation of our team and to ensure the future success of the program. Given that we are a non-profit organization, your donation is tax-deductible and serves as an excellent way to give back to your community. We graciously accept any assistance you can offer, and we thank you in advance for your support for our team and our University.

Donors will be presented with a letter of thanks as well as an acknowledgement certificate for your tax-deductible donation. Also any donor that gives over \$500 in cash or product will receive a sponsor status which we will recognize on the boat and in apparel. A Federal Tax ID number is available upon request. Thank you for your consideration.

Sincerely,

Alex Treasurer

Tony Captain

Rita Hayes

Team Treasurer

Team Captain

Director, Club Sports & Recreation



Registration & Information  
562-985-2570 / office: PE 20  
[www.csulb.edu/clubsports](http://www.csulb.edu/clubsports)

# SAMPLE #2

## DONATION LETTER FOR GIFTS

California State University, Long Beach  
American Indian Student Council  
37th Annual CSULB Pow Wow Committee

February 27, 2007

Dear Donation Manager,

We, the American Indian Student Council, a student organization at California State University, Long Beach (CSULB), humbly request the donation of any of the following items:

Fruit and vegetables (for the singers and dancers)

Snack items such as crackers (for the singers and dancers)

Ricola or cough drops (for the singers)

Water and coffee (for singers and dancers)

The 37th Annual CSULB Pow Wow, held on March 10 and 11, is one of the University's largest and longest running student organized events. It is a Native American Indian social gathering with singing, dancing, food and arts and craft vendors. The Pow Wow draws over 6000 people over the two-day event. Your generously donated items will feed and comfort over 300 dancers and 100 singers.

As we only make up 1% of the entire CSULB student population, we feel it is crucial that we educate the campus and surrounding community about Native American Indians.

We thank you for your consideration and welcome you to experience the sights, sounds and tastes of Native America.

A Federal Tax ID number is available upon request.

With appreciation,

American Indian Student Council

2007 Executive Pow Wow Committee