

CONTRIBUTION REPORT FORM INSTRUCTIONS
For New York State
Mildred DeWitt, NYS LAF VP 2007 -2009

The contribution form can be downloaded from the LAF site at aauw-nys.org

Step 1 **Circle LAF** at the top of the form.

Step 2 Fill in your name, office, branch, and date. Write your complete address. Fill in your home phone number, cell number, if you wish, and your e-mail address on the third line

Step 3 **List the donor information:** Give the donor's complete name and address. If the gift is a branch donation, give the name of the branch in this field. Then write your name, office (LAF CHAIR) and give your own personal address. This information assists staff in keeping donor records updated and enable AAUW to send the tax receipt to the donor. **I encourage you to please write a thank you note to each donor.**

Step 4 **Enter the fund code number** for the contribution. 3999 is for unrestricted gifts. 3086 is for the Evvie Currie Giving Circle.

Step 5 **Enter the Branch and State to be credited.** If you want your branch credited, you must write the branch's full name in that field. If you know your branch code number, please enter that also. You may also credit a branch other than your own if you so wish. If the donation is from a branch, the branch will receive credit automatically. If you are a dual member, please specify which branch you want credited. If you do not do so, your original branch will be credited by Association.

Step 6 **Add notes** to inform 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 7 **Verify that the checks submitted** equal the amount of contributions listed. Please see that the branch to be credited is written in the memo section of the check.

Step 8 **Make two copies** of this form (one for your branch records and one to send to me.)

Step 9 **Mail the completed form and contributions** to: AAUW, Planetarium Station, PO Box 390, NYC 10024-0390 Att: M DeWitt

Questions? Contact me at laf@aauw-nys.org or 516-318-1313.