



Use the Advancement Fund for fundraising. Here's how.

Your chapter can use the 501(c)(3) Advancement Fund to get chapter donations—and the donations are tax-deductible!

Here's how it works:

Your chapter solicits sponsors and donations for your fundraising event or cause.

Email the national office that donation(s) will be coming and specify the event or cause.

Your donor makes out a donation check to **AWC Advancement Fund** and mails the check to the AWC national office. Preferably, the donor includes a copy of your solicitation letter. Or—make sure the national office knows that the check is coming, and the name of the event or cause.

The check is deposited in the AWC Advancement Fund bank account. Once the check has cleared, the chapter receives an ACH deposit for the same amount as the donation check. ACH deposits are made to chapters on the 15th and end of each month.

The donor receives a donation receipt from the Advancement Fund and the chapter will be copied.

The chapter is encouraged to send a personal thank you note in addition to the receipt.

Donations via credit card

The donor can donate with a credit card via the Advancement Fund link on the AWC website: **www.womcom.org/AdvFund**. The donor completes the online questions so the Advancement Fund knows where to direct the donation.

The donation is deposited in the AWC Advancement Fund bank account. The chapter receives an ACH deposit for the donation LESS the credit card processing fee. ACH deposits are made the 15th and end of each month.

The donor receives a receipt from the Advancement Fund and the chapter will be copied.

The chapter is encouraged to send a personal thank you note in addition to the receipt.

Value received?

If the donor/sponsor is receiving anything of value from the chapter as part of a sponsorship – example – meal(s) at your event or something else that has a cost to the chapter, the value of goods received will be deducted from the receipt to the donor. Otherwise, the receipt will say that “no goods or services were provided in exchange for your donation.” The template below for your letter to the charity includes a place for you to tell us the value received, if any. Use “\$0” if no goods or services were received. That section must be filled in before a receipt can be issued.

Communicate with your donors

Suggested copy to go on your chapter letterhead, or send via email:

Thank you for your support of the _____ (event or cause) with the _____ (AWC chapter name).

To make your donation:

If paying by check, please make your check payable to “AWC Advancement Fund” and mail with a copy of this communication to:

AWC Advancement Fund, 1717 E Republic Road, Suite A, Springfield, MO 65804

The Advancement Fund will send the donation on to our chapter and you will receive a receipt from the AWC Advancement Fund for your tax-deductible donation.

Or you may go online to **www.womcom.org/AdvFund** and make your tax-deductible donation. Please complete the online questions so the Advancement Fund knows where to direct your donation.

For tax deduction purposes, the value of “goods or services” received for your donation or sponsorship, if any, will be deducted from your receipt.

The chapter has determined that \$_____ is the value of any goods or services received for your donation. (*Chapter fills in \$0 if no goods or services received.*)

What to do next

Confirm your EIN number with the national office. The office already has your ACH information. Provide contact name and email address for the chapter member who is responsible for your fundraising.

QUESTIONS?

AWC Advancement Fund: Jean Harmison, 417-886-8606 or awcfund@womcom.org

The AWC Advancement Fund is a 501(c)(3) organization, Tax ID #:36-4906921.