## **Club Sports Gift/Donation Directions**



## For individuals to make a donation online follow the below instructions:

- 1. go to giving.columbia.edu
- 2. select "Make a Gift"
- 3. under "Search Columbia Funds" type in "[Club Name] Gift"
- 4. enter the gift amount you would like to donate
- 5. answer "Is this gift in honor or in memory of someone?"
- 6. then click "Add Gift"
- 7. enter contact information
- 8. enter payment details

## For individuals to make a donation by check follow the below instructions:

- 1. Checks need to be made payable to "Columbia University"
- 2. In the memo section of the check ask them to write in "donation to" Club Name
- 3. Make sure a name and address is on the check
- 4. Mail the checks to: Dodge Fitness Center

c/o Brian Jines

3030 Broadway, MC 1923

New York, NY 10027

5. If the club is collecting checks at an event, fill out a Gift Account deposit sheet and submit with the checks to the Club Sports Office.