

Date

(Your club name) would like to make a \$(enter amount) donation to (name of organization receiving donation) (enter explanation).

Name of Organization Receiving Donation

Address of Organization

Thanks,

(Name of Authorized Signer)

(Signature of Authorized Signer)

Note from ASI Accounting Services:

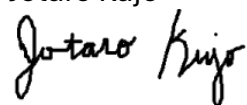
In addition to the memo, please include information on the organization receiving the donation (screenshot of website is okay). Refer to the next pages for an example of a memo and information on the organization.

10/01/2025

Fight Club would like to make a \$500 donation to the ASI Children's Center for our annual donation to the organization in support of their services.

ASI Children's Center
6000 J Street
Sacramento, CA 95819-2605

Thanks,
Jotaro Kujo



The screenshot shows a web browser window with the address bar displaying "asi.csus.edu/asi-childrens-center". The website has a header banner with the text "ASI Children's Center" and a background illustration of school supplies. Below the banner is a navigation menu on the left titled "Discover ASI" with links to "ASI Student Engagement & Outreach", "ASI Children's Center" (highlighted), "About the Children's Center", "Parent Resources", "Programs, Fees, & Enrollment", "Contact, Location, and Hours", "KSSU Radio", "ASI Peak Adventures", "Sac State Aquatic Center", and "Student Government". The main content area is titled "ASI Children's Center" and contains a paragraph describing the center's role as a family support service for Sacramento State students, its accreditation by the NAEYC, and its commitment to early childhood education. To the right of the text is a purple box with the text "Click Here to watch a virtual tour of the ASI Children's Center" and four small photos. On the far right is a "CONTACT US" section with the center's name, hours (7:30 a.m. - 6:00 p.m.), address (6000 J Street, Sacramento, CA 95819), phone (916-278-6216), fax (916-278-4875), and links for "View map" and "Send message". At the bottom right is a green box titled "Meet our Team" with the text "Click here to learn more about our staff and teachers!". A blue link at the bottom of the main content area reads "This institution is an equal opportunity provider."

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ASI Children's Center

Discover ASI

- ASI Student Engagement & Outreach
- ASI Children's Center**
- About the Children's Center
- Parent Resources
- Programs, Fees, & Enrollment
- Contact, Location, and Hours
- KSSU Radio
- ASI Peak Adventures
- Sac State Aquatic Center
- Student Government

ASI Children's Center

The ASI Children's Center serves as a family support service for Sacramento State students by providing child care programming. Enrollment priority is given to Sac State students, and then opened to the rest of the Sac State community (staff/faculty). Accredited by the NAEYC, the Children's Center is an exemplary program which models current principles and practice in child development. The Children's Center serves as a home-oriented environment to meet a child's emotional, physical, intellectual and social growth needs. The Children's Center promotes educational experiences in the area of early childhood education by employing a large number of Sacramento State students.

[Click Here to watch a virtual tour of the ASI Children's Center](#)

CONTACT US

ASI Children's Center
7:30 a.m. - 6:00 p.m.

6000 J Street
Sacramento, CA 95819
[View map](#)
Phone: 916-278-6216
Fax: 916-278-4875
[Send message](#)

Meet our Team
Click here to learn more about our staff and teachers!

[This institution is an equal opportunity provider.](#)