

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:

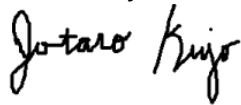
In addition to the memo, please include information on the organization receiving the donation (screenshot of website is okay). Refer to the next pages for an example of a memo and information on the organization.

10/01/2025

Hornet and Squirrels 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 URL asi.csus.edu/asi-childrens-center. The page features a header with the text "ASI Children's Center" and a navigation menu on the left. The main content area includes a section titled "ASI Children's Center" with a description of the program and a "CONTACT US" section with contact information. A green box at the bottom right contains the text "Meet our Team" and a link to learn more about staff and teachers.

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.