

Club Donations

NAA clubs play a vital role in supporting students through scholarships and other philanthropic initiatives. Clubs with established scholarship funds help reduce financial barriers for students, while those without scholarships may choose to support a Northwestern department, program, or initiative that aligns with their community's values and interests.

Scholarship Awards

The club scholarship awards process is managed by the Office of Financial Aid and is based on individual financial need. Clubs then provide the NAA with their selected number of awards and amounts no later than August 31 each year.

Donor Recognition

To ensure proper recognition and stewardship of gifts, all donations to club scholarships or other university funds should be processed through Alumni Relations and Development (ARD). All fundraising processes must adhere to ARD policies and also comply with IRS regulations.

This ensures that:

- Donors receive tax receipts for their contributions.
- Donors are thanked appropriately.
- Gifts are tracked and attributed to your club's scholarship fund.
- The University can strategically engage donors for future support.

Donation Guidelines

Online

- Direct donors to the [club page](#) for a direct link with club designation(s) prepopulated.
- Or direct donors Northwestern's general [online giving page](#) and instruct donors to type or select your club in the "Designation" field to ensure proper allocation.

Check

- Important:
 - Checks must come from the individual donor to receive tax credit.
 - Do not deposit donation checks into your club's local account—even if only part of the check is a gift.

- **Make checks payable to:**

Northwestern University

Memo line: [Club Fund Name]

- **Mail checks to:**

Northwestern University

Attn: Gift Reporting Services

Alumni Relations and Development

1201 Davis Street

Evanston, IL 60208

Cash

- Do not accept or mail cash—it's unsafe and cannot be properly tracked.
- If cash is received, the University will process it as a gift, but this is discouraged.