California Educational Research Association (CERA)
Fundraising Disclosures, Individual Solicitations, and Gift Receipt Policies

CERA uses the following statements as part of its disclosures, solicitations, and gift receipt policies.

1. Tax Deductibility Statements for Use in Solicitations and Acknowledgement Letters:

   “CERA is a 501(c)3 organization. Your donation is tax deductible to the fullest extent allowed by law.”

   If there was a good or service exchanged as part of the donation, CERA uses the following language with participants:

   “The amount of your contribution that is eligible for federal tax deduction is <your contribution amount> minus $X, the value of the goods or services received in exchange for this donation.”

2. Solicitation Letter Checklist
   - Name, address, and phone number of the organization.
   - Statement attesting to the tax deductibility of contributions.
   - A description of the program for which the organization is seeking support and a general description of the organization’s purpose.
   - The letter has been examined to ensure that it does not have inaccurate or misleading information.

3. Donor Gift Receipt Checklist
   - The amount of the contribution that is tax deductible.
   - The date the contribution was received.
   - Name, address, and phone number of the organization.