



# ACM Local Sponsorship

Accepting Donations for your Local Region to be used by  
Organizers for Event Expenses

## Table of Contents:

- Procedures for contributions and disbursements.
- Example letter Donor will receive from HQ CFO office.

Procedures for processing contributions received and disbursements for ACM Local Sponsorships (Meetups).

#### RECEIPT OF FUNDS:

- All checks should be made payable to and mailed to:  
Association for Computing Machinery, Inc.  
1601 Broadway, 10th Floor  
New York, NY 10019-7434  
Attn: Cynthia Ryan
- Wire Transfers should be sent to:  
Association for Computing Machinery  
1601 Broadway, 10th Floor  
New York, NY 10019-7434  
Account Number: 301170895565  
SWIFT Code is CHASUS33.
- Please indicate the purpose of contribution and limitations of contribution. For example, to cover meeting expenses for the New York region.
- ACM will provide donor acknowledgement receipts directly for all contributions over \$250.
- Funds will be tracked by Region. For example, New York, California, Chicago, etc.

#### EXPENDITURES

- Submit all requests for reimbursements with receipts to Cynthia Ryan (with full details, as applicable, place and date/time of meeting, # of attendees, agenda, etc.).
- Advances may be provided for specific meetings. A detailed request for the purpose of the advance is required before the advance is issued.
- An expense accounting/report of the advance must be provided within 30 days of the meeting. Receipts are required.

#### ACKNOWLEDGEMENT OF SPONSORS

In addition to the acknowledgment receipt (mentioned above), sponsor acknowledgement can be as follows:

- Display Company Name and Logo.

Please avoid providing coupons, endorsements, or comparisons to a sponsor's competitors at these activities.

Date:

Company Name

Address 1

Address 2

Address 3

Attn: Point of Contact

Dear Company Name

On behalf of the Association for Computing Machinery, Inc. (ACM), I would like to acknowledge and thank "Company Name" for your generous contribution of \$xx,xxx support for "Meet-Up Name/Region". ACM is a tax-exempt organization, exempt under Section 501(c) (3) of the US Internal Revenue Code of 1986 as amended.

This contribution is deductible to the extent provided by law.

Sincerely yours,

Darren Ramdin  
Director, Office of Financial Services