

Sponsorship Instructions for MBA Student Organizations

Thank you for willing to support Georgetown MBA Student Organizations! In this file you will find more information on how to submit your payment. If you have questions, please contact the MBA Program Office at mbaprogramoffice@georgetown.edu

How to Submit Your Sponsorship to Georgetown MBA Student Organizations?

Step 1: Send the information to MBA Student Leaders:

- **Total Sponsorship Amount:** \$
- **Preferred Payment Method:** (Choose one: Credit Card | ACH | Wire | Check)
- **Organization Name:**
- **Description of Services:** (Event/initiative being sponsored & student organization)
- **Point of Contact (Payee Name):**
- **Address:**
- **Email:**
- **Invoice Required:** Yes / No
If Yes: Please specify additional required information (e.g. PO Number), if needed.

Step 2: Complete the payment. There are 4 available payment methods:

1. Credit Card (via MSB Advancement Website — **preferred method**)
2. Electronic Transfer (ACH)
3. Wire Transfer
4. Check

Select your preferred option and follow the corresponding instructions below. Once payment is complete, send proof of payment to both the MBA Student Leader and the [MBA Program Office](#). This ensures we can accurately track and confirm your sponsorship.

*Payers are responsible for all fees related to the electronic transfer of funds, including both international and domestic wire transfer fees. When sending funds electronically, please elect to cover the cost of the transfer fee to ensure that the full invoice amount is received by Georgetown University.

Option 1: Payment using credit card via MSB Advancement Website

Donate Electronically **[PREFERRED]**

1. Navigate to the Georgetown University Giving Website

- a. Click here for the [McDonough School of Business's direct link](#);

b. or copy and paste this URL into your browser:

<https://secure.advancement.georgetown.edu/s/1686/18/giving.aspx?%20sid=1686&gid=4&pgid=3975&cid=5816&dids=57.47.51.144&bledit=1&sort=1&unit=3&app%20e%20alcode=owkbv>

2. Your Gift Will Support Section

- a. Scroll down to Other – leave the other sections blank.
- b. Enter the sponsorship amount in the box for the "Other" category.
- c. Please indicate the school, department, program, or other designation box - Enter:
 - i. McDonough School of Business | MBA Program Office
 - ii. Point of Contact: Juliana Olm, Assistant Dean
(mbaprogramoffice@georgetown.edu)
 - iii. Sponsor's Name: Add Company/Individual Name
 - iv. Sponsor employee's name: Add name of who is filling out the form (if applicable)
 - v. Memo: Add info about what this gift is for (what specific event or initiative?)
 - vi. MBA Student Organization GMS Worktags:
CC2788 | 1702 | PP4002 | PG00XXXX (MBA Club Name Club)

Add club information for the club you are sponsoring. If you do not know this information, ask your Club contact.

3. Payment Structure

- a. Select "One Time"
- b. Click "Continue"

4. On the next page under "Additional Details," select "I have special instructions for my gift"

- a. Paste the same information added on the "other" field previously

5. Complete the rest of the form with your company's information.

6. Please print the payment processed page as a receipt for your records.

Option 2: Payment via ACH

Find below the information for ACH Transfer:

Georgetown University ACH Receipts PNC Bank N.A.

Pittsburgh, PA 15219

ABA 054000030

Checking Acct #5303547831

Addenda - MSB MBA club:

McDonough School of Business | MBA Program Office

POC: Juliana Olm

Sponsor: **<ADD NAME HERE>**

Description: **<ADD HERE INFO ABOUT DONATION>**

MBA Student Organization Information: **<ADD YOUR CLUB NAME & WORKTAG>**

Option 3: Payment via Wire

Find below the information for Wire Transfer:

Georgetown University General Fund PNC Bank, N.A.

Pittsburgh, PA 15219

ABA 031000053

Swift Code PNCCUS33 Checking Acct #5300384731

Reference - MSB MBA club:

McDonough School of Business | MBA Program Office

POC: Juliana Olm

Sponsor: **<ADD NAME HERE>**

Description: **<ADD HERE INFO ABOUT DONATION>**

MBA Student Organization Information: **<ADD YOUR CLUB NAME & WORKTAG>**

Option 4: Payment via Check

1. Make the check payable to "Georgetown University" with the "MBA Club Name Club" in the memo line. Checks should be made payable to "Georgetown University"

Reference - MSB MBA club:

McDonough School of Business | MBA Program Office

POC: Juliana Olm

Sponsor: **<ADD NAME HERE>**

Description: **<ADD HERE INFO ABOUT DONATION>**

MBA Student Organization Information: **<ADD YOUR CLUB NAME & WORKTAG>**

Mail checks to the following address:

Georgetown University McDonough School of Business 3700 O St. NW Hariri, Suite 225

Washington, DC 20057