

**Member/Donor Services**  
**(updated September 2005)**

**1. How can I donate to OCEF or become a member of OCEF? How do I contact OCEF board members?**

If you wish to donate to OCEF or to become a member, please send a completed Donor/Member Registration Form and a check to:

Overseas China Education Foundation  
P.O. Box 772436  
Houston, TX 77215-2436  
USA

You may also address it to:  
Overseas China Education Foundation  
P.O.Box 1138  
Cupertino, CA 95015  
USA

Donor/Member Registration Forms can be downloaded from or filled out directly on the OCEF website. You can also ask to receive a copy of the registration form by contacting one of the following OCEF board members:

Mr. Haoyu Guo, OCEF President	(302)-838-8642 (H)
Ms. Sun, OCEF Vice-President	(281)-858-9326 (H)

You can also email us at [ocef@ocef.org](mailto:ocef@ocef.org) .

**2. As a donor, can I find out how my donation is being used?**

Yes. Donors have the right to ask at any time the status of their donations; OCEF has the obligation to respond to these inquiries. Donors who have indicated a specific use for their contributions may find out the detailed operations of that particular project. One-to-one donors can obtain copies of the student's application form and signed receipt. Donors can also view the status of their donations online at [www.ocef.org](http://www.ocef.org)

**3. How long does it take for OCEF to receive my donation? Will I receive a receipt?**

For check donations: The donor will receive a receipt from OCEF within two or three weeks.

For credit card donations: The credit card company will send OCEF a check every month. Depending on the time of month the donations are made, it may take up to six weeks for OCEF to receive a check from the credit card company. OCEF will then make a deposit within two weeks upon receiving the check. Letters of appreciation and receipts will be sent to donors.

We currently provide electronic receipts. This new method has greatly increased our efficiency. However, if the contribution amount exceeds that which we can handle with ordinary procedures, the receipt will be delayed. If you do not receive your receipt within two months, please contact us at [ocef@ocef.org](mailto:ocef@ocef.org).

#### **4. Are donations tax-deductible?**

According to the IRS Article 501(c)(3), your donations are tax-deductible. Before you fill out your income tax form, please keep a record of your check receipt (or money order receipt), the letter of appreciation sent to you by OCEF, and OCEF's federal tax number (76-0680540).

OCEF will also provide receipts for non-U.S. donations, but because OCEF has not yet registered in other countries, we cannot provide receipts for tax-exemption for donors outside the U.S.

#### **5. Will donors be able to find out online the status of their donations?**

Yes. You may check your donation status at the following website:  
<http://www.ocef.org/pub/>

#### **6. Will OCEF contact me upon receipt of my donation?**

Yes, unless the donor does not wish to be contacted. Otherwise, we keep the donor updated on OCEF's progress through email, phone call and mail.

#### **7. Can donors use Paypal to donate money?**

Similar to credit card companies, Paypal charges 3% for service fees (2.99% +30 cents per transaction). Though Paypal does not charge individual users, it does not present any advantage to OCEF. Thus, Paypal is not recommended.

#### **8. Does OCEF have a roster of members and donors?**

Yes. OCEF updates its member and donor lists.

## **9. How do responsibilities and rights of donors, volunteers, members and directors differ?**

Donors, volunteers, members and directors of OCEF help children of impoverished rural China in different ways.

**Donors:** Donors can be anyone who provides monetary support. Donors are responsible for fulfilling their donation promises, but do not have a yearly minimum obligation. They have the right to learn more about OCEF projects and operations, as well as the actual use of their contributions. Only after donors have become members or directors can they participate in OCEF operations.

**Volunteers:** Volunteers contribute their time and skills, although they are not necessarily donors or members.

**Members:** Members have a yearly minimum obligation. Contribution amount depends on membership type - see Question 10. Members also have the right to elect board members and to be elected. Though they are not required to participate in OCEF operations, they will not receive monetary rewards if they do. Members therefore serve as either donor or volunteer, or both.

**Directors:** According to OCEF regulations, any member could be selected as director through an election process. According to their membership type (see Question 10), they will contribute an yearly minimum obligation. They will also take responsibility for a certain amount of voluntary OCEF work. Therefore, directors are members, donors, as well as volunteers.

## **10. How do OCEF members differ from donors? What types of membership are there?**

OCEF members differ from donors in that members have the following rights and responsibilities:

- (1) Members are required to donate a minimum amount each year.
- (2) Members have the right to elect and to be elected as director.
- (3) Members must abide by OCEF's regulations.
- (4) Members can assume various volunteer responsibilities and partake in OCEF's mission.

We welcome everyone to become an OCEF member.

OCEF encourages overseas Chinese youth to help children in China attain basic education. 50 U.S. dollars can support a child's education for an entire academic year.

The following chart shows three membership types:

OCEF Membership Types	Lowest Donation Rate
Regular Membership	50 USD/year
Regular Membership (China)	10 USD/year
Life membership	500 USD (one time)

### **11. What kinds of volunteers contribute to OCEF?**

In the U.S., volunteers include exchange students and scholars from East Asia, Chinese immigrants and descendants, college students, as well as professionals from various industries. In China, most volunteers are college students or are from education-related professions.