

FUNDRAISING EVENT APPROVAL FORM

Fundraising Event events are conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events. **Fundraising events must be approved in writing by a delegated gift authority when the fundraising event utilizes the university name, logo or trademarks and represents that the university or the CSUSB Philanthropic Foundation will benefit from the proceeds.** The Foundation is a not-for-profit corporation that is an auxiliary of CSUSB under agreement with the CSU trustees and is exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code. Contributions made to the CSUSB Philanthropic Foundation are tax deductible under section 170 of the IRS Code. This form must be completed and submitted to University Advancement (AD-137) for review and approval. For questions, contact: Director of Gift & Data Services – Sue Gilleland, sue.gilleland@csusb.edu -909-537-7698.

Title of Event:		Date of event:	
Location of Event:		Event Start time:	Event End time:
Type of Event (<i>dinner, performance, etc.</i>):		Estimated Attendance:	
Purpose of Event:			
College/Division:		Department:	
Event Contact:	Phone:	Email:	

Additional Events Details

Philanthropic gift account chartfield string: _____
Account - Fund - Dept - Program - Class - Project

State trust account chartfield string: _____
Account - Fund - Dept - Program - Class - Project

Total ticket price to attend (revenue): _____

Fair Market Value (FMV) of ticket: _____

Tax deductible/donation per ticket: _____

Will your event offer sponsorships? Yes No (*If yes, attach proposed amounts with estimated FMV.*)

Will your event have a raffle? Yes No (*If yes, a Nonprofit Raffle Report form is required after your event.*)

Will your event have an auction? Yes No

Delegated Gift Authority Approval of Event - Completed by University Advancement

Signature:		Date:
Print Name:		
I have reviewed/approved event's budget. <small>(Please attach a copy of proposed budget)</small>	_____ (Initial)	
I have reviewed/approved solicitation and materials. <small>(Please attach copies of all promotional materials)</small>	_____ (Initial)	
I have reviewed/approved the event's action plan. <small>(Please attach a copy of action plan)</small>	_____ (Initial)	

Fundraisers, donations, and sponsorships can be complex. Consult with University Office of Philanthropic Giving and Advancement Services for assistance through the process to ensure proper recording of any donations.

After completing all sections, please return with required items to CSUSB Director of Gift & Data Services, in Office AD-137 or email to sue.gilleland@csusb.edu.

Event Action Plan and Event Planning Budget must be submitted with this form

Completed event budget with actual outcomes must be turned in within 30 days of event.