

FUNDRAISING EVENT APPROVAL FORM

****Must be completed PRIOR to any solicitation of funds, contractual commitments, sponsorships, literature distribution, spending, or other fundraising activities ****

Please review the **Cal Poly Fundraising Event Procedures** statement before completing this form

Complete and send to: University Development (Bldg 117), Attn: Lisa Rockwell-Harpster.

EVENT DETAILS

Event Name:	Date & Location:
Department/College/Unit:	Contact Person:
Contact Person Phone:	Contact Person Email:
What is the purpose of this event?	
Please describe the target audience, intended number of attendees, and all activities that will take place:	

REVENUE AND EXPENSES

Total Projected Revenue: _____ Total Projected Expenses: _____

(Attach detailed budget showing all revenue sources, facility expenses, labor and wages, and service fees and taxes.)

List accounts to be used:

STATE/ FOUNDATION	FUND	DEPT ID	ACCOUNT	PROGRAM	CLASS

CORPORATION	ORG KEY/FUND	OBJECT CODE/ACCOUNT

If event expenses exceed event revenue, indicate the source of additional funding: _____

Indicate all sources of event revenue:

☐ Registration/ticket sales
 ☐ Sponsorship
 ☐ Raffle
 ☐ Auction
 ☐ Merchandise Sale
 ☐ Outright gifts

Is any portion of the revenue intended to be charitable contributions (other than outright gifts)? ☐ Yes ☐ No

Has the Department/College obtained any signed third party agreements? ☐ Yes ☐ No

If **Yes**, please work with the Corporation, Fiscal Services and Risk Management, as appropriate.

****Charitable Contributions – If any portion of registration fees, ticket sales, sponsorships, or auction payments are intended to be charitable contributions and receipted as gifts, then the value of the benefits provided to the donor must be stated on the invitation, sponsorship form, or announced at auction. The charitable contribution is the total payment less the value of benefits extended to the donor.**

****Sale of Merchandise – Only sale of merchandise directly related to the event will be allowed.**

Signature of dean, director or head of sponsoring unit

Print name

Date

APPROVED by Jessica Darin, Interim Vice President of University Development

Date