Fundraising events that are budgeted (revenue) for $5,000 or more require advance approval prior to entering into agreements with vendors (facilities, caterers, etc.). CSUCI has designated the Senior Director of Development in University Advancement as the campus approver. Please complete this form and submit it with the draft of solicitation materials, if available.

**Requestor Information**

Name*:______________________________  Title*:_________________________________  Ext*: ______________

Department Name*:______________________________________________________________________________

**Event Details**

Event Name:_________________________________________________________________ Event Date:___________

Event Location:____________________________________________________________________________________

Purpose of the event: ______________________________________________________________________________

Summary of Activities:_____________________________________________________________________________

Draft of Solicitation Materials:________________________________________________________________________

Cost per Ticket:_____________  Projected Attendance:________________  Estimated Staff Hours:_______

**Event Risk Controls**

Will the event have the following activities? If the answer is “Yes”, then please describe or attach documentation.

☐ Yes ☐ No  An Auction? __________________________________________________________

☐ Yes ☐ No  Serve Alcohol? __________________________________________________________

☐ Yes ☐ No  A Raffle? ______________________________________________________________

☐ Yes ☐ No  A controlled game such as “Casino/Gaming”?_________________________________

General Comments:________________________________________________________________________________

**Required Event Budget**

Chartfield for Revenue & Expenses:    Fund:_________    Dept:_________

Chartfield for Net Income/Loss:       Fund:_________    Dept:_________

The budget must sufficiently detail anticipated revenue and expenditures to project net revenue and any exchange of goods or services.
Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auction Revenue:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td>Raffle Revenue:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td>Sponsorship Revenue:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td>Ticket Revenue:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td>Other Revenue (Please specify):</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td></td>
<td><strong>____________</strong></td>
</tr>
</tbody>
</table>

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

**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 benefit 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 the benefits extended to the donor.

Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment Expenditures:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td>Food/Beverage Expenditures:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td>Facility Expenditures:</td>
<td>_______</td>
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</tr>
<tr>
<td>Printing/Publicity Expenditures:</td>
<td>_______</td>
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<tr>
<td>Admin Fees:</td>
<td>_______</td>
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</tr>
<tr>
<td>Credit Card Fees:</td>
<td>_______</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td></td>
<td><strong>____________</strong></td>
</tr>
</tbody>
</table>

**Total Net Income: **

**Fill-out only if you plan to utilize services of a contract fundraiser** (Attach a copy of draft contract)

Will the fundraiser have Custody of Contributions?  
☐ Yes ☐ No

**Estimated Gross Receipts:**

**Amount Paid to Fundraiser:**

**Amount Paid to Foundation:**

**Policy, Terms, and Conditions**

Fundraising events with expected gross receipts greater than $5,000 or those with plans for an auction or raffle of any size must be approved in writing by the delegated authority when the fundraising event utilizes the University name, logo, or trademarks and represents that the University will benefit from the proceeds. Prior to the event’s announcement, the delegated authority shall review the fundraising event’s budget, drafts of solicitation materials, and action plan to comply with federal, state, and local regulations.
- All marketing, solicitation, and/or registration materials must be submitted with the form.
- Purchasing will be contacted for any and all venue contracts. Appropriate insurance must be in place prior to event.
- Please allow 10 working days for approval or changes to the request form.

Requestor  ☐ By checking this box, I am agreeing to the terms and conditions stated above.

Name: ____________________________________ Requestor’s Email: ___________________________ Date: ________

Signature of Dean, Director, or Designee for Sponsoring Unit: _______________________________ Date: ________

Signature of Senior Director of Development: _____________________________________________ Date: ________