



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

University Advancement Fundraising Event Authorization Form

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	Amount	Description
Auction Revenue:	_____	_____
Raffle Revenue:	_____	_____
Sponsorship Revenue:	_____	_____
Ticket Revenue:	_____	_____
Other Revenue (Please specify):	_____	_____
Total Revenue:	_____	

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	Amount	Description
Entertainment Expenditures:	_____	_____
Food/Beverage Expenditures:	_____	_____
Facility Expenditures:	_____	_____
Printing/Publicity Expenditures:	_____	_____
Admin Fees:	_____	_____
Credit Card Fees:	_____	_____
Total Expenses:	_____	
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: _____