



CALIFORNIA STATE UNIVERSITY, STANISLAUS FOUNDATION  
Fundraising Event Checklist ✓

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**120 DAYS PRIOR TO EVENT**

- Complete Fundraising Event Approval Form
- Complete Budget to Actual Template (Budget figures only) to submit with Event Approval Form
- Submit Completed Fundraising Event Approval Form and Budget portion of Budget to Actual Event Form to Director of Advancement Operations

**45 DAYS PRIOR TO THE EVENT (AFTER EVENT APPROVAL)**

- Complete and submit special event safety plan to Risk Management
- Obtain approval by the Public Safety/University Police and Risk Management if event includes the sale, service, or consumption of alcoholic beverages
- Tickets to event are pre-numbered and include language referencing Sales tax and Assessment on Funds Policy

**DAILY BASIS OR ONGOING**

- Transmit Income to Advancement Services for processing
- If Raffle is conducted prior to or at the event complete Raffle Ticket Log and follow Raffle Accounting & Reporting Procedures for W-2G

**2 -3 BUSINESS DAYS AFTER THE EVENT**

- Return gifts-in-kind to Director, Donor & Special Events (wine, gift baskets, etc.) for inventory control

**60 DAYS AFTER THE EVENT OR PRIOR TO FISCAL YEAR END, WHICHEVER COMES FIRST**

- Complete final reconciliation of event and submit complete Budget to Actual Event Form to Director of Advancement Operations
- Complete final Ticket Sales and Event Attendance Reconciliation and submit to Director of Advancement Operations
- Complete and Submit Nonprofit Raffle Report CT-NRP-2 to the Auxiliary Accounting Manager

