

### FUNDRAISING EVENT APPROVAL FORM

For on-campus and offsite locations, please complete each section of the Fundraising Event Approval Form as appropriate for your proposed University-owned event. Completed forms should be submitted to the Vice President for University Advancement and Executive Director of the California State University, Stanislaus Foundation for review/approval in accordance with *Events and Activity-Related Fundraising Policy*.

EVENT OVERVIEW			
Event Name:			
Date of Event		Event Location:	
Please provide a brief description of the event:			
College/Department/Unit Hosting Event:			
Contact Name:		Contact Phone/Ext.:	
Contact Email:			

ATTENDANCE INFORMATION					
Anticipated Number of Attendees:					
Target Audience:	<input type="checkbox"/> Students	<input type="checkbox"/> Alumni	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Community Members
	<input type="checkbox"/> Other (explain):				
How will this event be publicized, advertised, and promoted?					
Will you be requesting the President's attendance or involvement?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If "Yes", in what capacity?					

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<b>FOOD, BEVERAGE, AND ENTERTAINMENT</b>	
See <i>Food Sale/Distribution Policy and Procedures</i> and the California State University, Stanislaus Policy Regarding the Sale, Consumption, Distribution, and Possession of Alcoholic Beverages for more information	
Will food be served at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", who will be providing and serving the food?	
Do you plan to serve alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to engage a public speaker, celebrity, or other entertainment for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", please describe:	

<b>FINANCIAL INFORMATION</b>				
Anticipated sources of revenue:	<input type="checkbox"/> Ticket sales	<input type="checkbox"/> Event sponsors	<input type="checkbox"/> Auction	<input type="checkbox"/> Raffle
	<input type="checkbox"/> In-kind Gifts	<input type="checkbox"/> Other (explain):		
Foundation fund to be used for all income/expenses associated with this event?	Fund #	or	<input type="checkbox"/> New Fund Needed	
<b>TICKETING INFORMATION</b> (please complete if you plan to sell tickets to the event)				
Cost per ticket: \$	Do you plan to sell tickets at the door?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If tickets are priced at different amounts based on certain conditions (single ticket vs. table, advance ticket sales vs. price at the door, etc.) <b>list all conditions and price per ticket for each condition</b> here:				
If ticket purchasers will receive any benefits (in addition to event entry) in exchange for their ticket purchase, please list the benefits and the fair market value (FMV) of those benefits here. Note: The fair market value is determined by the cost the ticket purchaser would have incurred to purchase the benefit on their own.				
<b>Example Benefit:</b>	<i>hors d'oeuvres and dinner</i>	Fair Market Value:	\$30.00	
1. Benefit:		Fair Market Value:	\$	
2. Benefit:		Fair Market Value:	\$	
3. Benefit:		Fair Market Value:	\$	
4. Benefit:		Fair Market Value:	\$	

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Do you plan to issue any free or "comp" tickets to your event?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", how many tickets and to whom:			
<b>SPONSOR INFORMATION</b> (please complete if you plan to solicit sponsorships for the event) Please refer Sponsorship Solicitation and Recordkeeping Procedures for more information on event sponsorships.			
Will event sponsors receive any benefits (tickets, recognition, etc.) in exchange for sponsorship?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If "Yes", please list the benefits and the fair market values of those benefits here. If the space provided is insufficient, please provide as a separate attachment:			
1.	Benefit:	Fair Market Value:	\$
2.	Benefit:	Fair Market Value:	\$
3.	Benefit:	Fair Market Value:	\$
4.	Benefit:	Fair Market Value:	\$
<b>RAFFLE INFORMATION</b> (please complete if you plan to hold a raffle at your event) See <i>Raffle Reporting Procedures</i> for more information on raffle administration.			
Briefly describe how the raffle will be administered:			
Price per ticket:	\$	How many prizes will be raffled off?	
Please list the prizes to be raffled, the fair market value of each prize and how prize will be obtained. Please attach additional sheets if necessary. If this information is not known at this time please submit this information when it becomes available.			
<b>Description of Prize</b>		<b>Fair Market Value</b>	<b>How Obtained</b>
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	

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**GIFTS-IN-KIND** (please complete if you plan solicit for gifts-in-kind in support of your event)  
*See Acceptance and Disposal Procedures for Gifts-in-Kind for more information*

Briefly describe what in-kinds you plan to solicit and the intended use of each gift (food and beverage to serve to event attendees, raffle items, auction items, etc.):

**OTHER REVENUE/SUPPORT**

Please describe any additional revenue or support you plan to solicit or receive:

**EVENT PROCEEDS**

Anticipated proceeds from event: \$

How will the proceeds for this event be used? Please be as specific as possible:

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**FOR FUNDRAISING EVENTS TO BE HELD OFF CAMPUS**

If your fundraising event is to be held at a site that is off campus, you will often receive a request for a *Certificate of Insurance and/or an Additional Insured Endorsement*. A *Certificate of Insurance* provides evidence the University maintains appropriate insurance at the levels required by an off-campus entity. A *Certificate of Insurance with an Additional Insured Endorsement* provides evidence the University maintains appropriate insurance at the levels required by an off-campus entity and extends insurance coverage to that entity.

To request a *Certificate of Insurance* or an endorsement, please complete the Certificate of Insurance Request Form listed at top of this page: <https://www.csustan.edu/safety-risk-management/certificate-insurance-additional-insured-endorsement>

If the off-campus entity is requesting an *Additional Insured Endorsement*, please e-mail or fax a copy of the contract or document showing the insurance requirement to (209) 667-3104.

All indemnity agreements must be reviewed by the University Risk Manager before the contract is signed. Please send the off-site facility use agreement documentation to Safety & Risk Management for review and recommendation.

**Note:** If no agreements with documented insurance and indemnifications provisions are produced for your event, you must provide written justification which supports the business decision for forgoing a written agreement that included such provisions.

**EVENT APPROVALS**

Name of College/Dept./Unit Rep.	Signature	Date
Michele Lahti		
Vice President, University Advancement	Signature	Date
Darrell Haydon, VP Business & Finance		
Executive Director, CSU Stanislaus Foundation	Signature	Date

**Original, completed forms should be submitted to the Office of University Advancement,  
MSR 300, 120 days prior to your scheduled event.**