



This form is to be utilized to compile the information for the following types of events:

- a. Fundraising events, which are defined as events conducted for the sole or primary purpose of raising charitable funds where participants make a charitable contribution and a purchase for the fair market value of goods or services. Fundraising events may include dinners, dances, door-to-door sales of merchandise, concerts, carnivals, golf tournaments, auctions, casino nights, and similar events.
- b. Events in which a registration fee is being charge and collected by the CSUN Foundation.

Fundraising events, in which gross receipts are \$5,000 or more require the approval of the Vice President of University Advancement (or designee) prior to publicity. Please refer to the Fundraising Events Procedure Guide for additional guidance.

Event Title: _____

Date: _____ Time: _____ Estimated Attendance: _____

Location: _____

Division/College/Department: _____

Desired Purpose and Outcome:

Event Staff:

| Position | Name | E-Mail | Phone | Mail Drop |
|---------------|------|--------|-------|-----------|
| Manager | | | | |
| Coordinator | | | | |
| Admin Support | | | | |

All funds must be deposited into an event account with the net proceeds transferred to a campus program fund. Please indicate both. An appeal code can be obtained from Advancement Services.

Contact: advancement.services@csun.edu

Foundation Fund for Event: _____

Foundation Fund for Net Proceeds: _____

Appeal Code: _____ RE Event Code: _____

Please complete the chart below to indicate admission price and corresponding benefits
(attach additional documents as necessary):

| Type | Price | Benefit Value | Description |
|------|-------|---------------|-------------|
| | | | |
| | | | |
| | | | |
| | | | |

Will a web page be needed? Yes No

Has it been created? Yes No

If so, what is the web address: _____

Please attach the following:

- Event Budget
- Marketing Materials
- University Hospitality Expense Approval Form
- Request for Use of Alcohol Form (if applicable)

Signature below indicates review of this form and accompanying financial budget and other submitted materials.

| | | |
|---|---|---|
| Event Manager | Signature | Date |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

| | | |
|---|---|---|
| Division/College MAR | Signature | Date |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

| | | |
|---|---|---|
| Dean/Vice President | Signature | Date |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Reviewed by:

| | | |
|---|---|---|
| Chief Financial Officer, CSUN Foundation | Signature | Date |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

Approval by the Vice President for University Advancement or designee is required for all fundraising events in which gross receipts are \$5,000 or more.

| | | |
|---|---|---|
| Vice President, University Advancement | Signature | Date |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |