

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: _____

Description and Purpose of Event

Event Staff:

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

Will an online registration form be needed? Yes No

Are there fees associated with this event? Yes No

All funds related to fundraising event must be deposited into an event account with the net proceeds transferred to a campus program fund. Please indicate both. Non-Fundraising events can be deposited to any Foundation fund.

Foundation Fund for Event: _____

Foundation Fund for Net Proceeds: _____

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

Benefit Values will be verified by CSUN Foundation.

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

Please attach the following:

- Event Budget
- Marketing Materials
- Hospitality Expense and Request for Alcohol Use Form

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

Event Manager Signature Date

Division/College Financial Approver Signature Date

Dean/Vice President Signature Date

Reviewed by:

Chief Financial Officer, CSUN Foundation Signature Date

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

Internal Use Only

Appeal Code: _____ RE Event Code: _____

Registration URL _____