

Revenue Generating Event with Gift Component Approval Request Form

Section 1 - Event Details

Event Host/Department: _____ Event Coordinator: _____

Event Name: _____ Location: _____

Date: _____ Purpose: _____

Please describe all activities that will take place at the event: (attach an additional sheet if necessary):

Section 2 – Event Funding

Indicate all sources of event revenue:

Ticket/Tablesales Sponsorships Auction Raffle Outright Gifts Other: _____

- Portion of the event revenue (other than outright gifts) is intended to be a charitable contribution. **Y / N**
- The cost to attend the event is more than the value of the benefits received (FMV). **Y / N**
- The FMV is disclosed on all marketing materials and event registration websites. **Y / N**
- Outright gift is required to attend the event. **Y / N**

**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 Fair Market Value of the benefit provided to the donor must be stated on all marketing materials, invitations, sponsorship forms, and event registration website. The charitable contribution is the total payment less the value of the benefit extended to the donor. _____*

Ticket/Registration Fee	\$	FMV of benefits*	\$	Gift Portion	\$
Sponsorship	\$	FMV of Benefits*	\$	Gift Portion	\$

**Attach a draft of the fair market value of benefits received by individual or sponsor.*

Submitted by:

Name: _____ Signature: _____ Ext: _____ Date: _____

To be completed by AVP and Advancement Services.

Request: Approved Denied Needs follow-up: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Routing Instruction for approval

Please complete the following steps when requesting event approval.

Before deciding on event details and wording on marketing materials:

1. Complete the Event Approval Request Form.
2. Submit the completed form to Advancement Services for review. (DAC312)
3. Advancement Services will submit to AVP of AS for final review and approval.
4. Copy of the signed approval form will be forwarded back to the department making the request.