

**Memorandum**

**Date:** DATE

**To:** Daniel Montplaisir **Copy:** AVP, Development

 Vice President, University Advancement ED. Advancement Services

 Gift Processing Specialist

**From:**  FUNDRAISER NAME

 TITLE

**Subject:** CSU Policy 15701

***APPROVAL***

***Fundraising events with gross receipts greater than $5,000 must be approved in writing by a delegated authority when the fundraising event utilizes the university name, logo or trademarks and represents that the university will benefit from the proceeds. Prior to the event, the delegated authority shall review the fundraising event’s budget, drafts of solicitation materials, and action plan to comply with federal, state and local regulations.***

<INSERT EVENT NAME> <INSERT EVENT DATE>

Per the CSU Policy 15701, the <INSERT REQUESTING OFFICE/COLLEGE> is requesting approval for an event <INSERT DATE>. A draft of the invitation, marketing materials, solicitation materials, and budget is enclosed.

Event Summary

* First-time or repeated event <INSERT NUMBER OF YEARS IN EXISTENCE>
* Ticket cost is $XX per person
* $XX will cover dinner expense
* $XX donation to <INSERT FOUNDATION PROJECT NAME AND ACCOUNT NUMBER>
* All proceeds from Silent/Live Auction will go towards <INSERT FOUNDATION PROJECT NAME AND ACCOUNT NUMBER> (if applicable)
	+ REQUIRED for Auctions: Does this event include an auction component? ☐Yes ☐ No
	+ REQUIRED for Auctions: If yes, have you contacted the Gift Processing Office? ☐Yes ☐ No

***BUDGET***

***The budget must sufficiently detail anticipated revenues and expenditures to project net revenue and quid pro quo benefits. The Internal Revenue Service requires fundraising events with gross receipts greater than $5,000 to report the following revenue and expenditure categories:***

|  |  |
| --- | --- |
| ***Category*** | ***Anticipated Revenue or Expenditure*** |
| 1. ***Gift income***
 | ***$*** |
| 1. ***Non-gift income***
 | ***$*** |
| 1. ***Cash prize expenditures***
 | ***($ )*** |
| 1. ***Rent or lease of property/facilities expenditures***
 | ***($ )*** |
| 1. ***Food and beverage expenditures (include service fees, taxes)***
 | ***($ )*** |
| 1. ***Entertainment expenditures***
 | ***($ )*** |
| 1. ***Other direct expenditures (labor/wages for workers/contractors)***
 | ***($ )*** |
|  ***Subtract lines 3-7 from lines 1-2 for NET PROCEEDS:*** |  |

Vice President of Advancement Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_