

**Student Clubs and Organization External Private  
Event Fundraising Approval Form**

**To Event Organizer:** The Office of Annual Giving needs to review and approve all private external fund raising events and activities to make sure they met the education-exemption criteria and make sure all policies and procedures are met.

The Internal Revenue Service (IRS) requires that specific disclosure language must be included on all materials promoting a fundraising event, and on tax receipts sent to donors. The Office of Advancement Services can assist you in creating this statement, which can vary for each event and is important for maintaining accurate gift records. Advancement Services can also assist in the appropriate cash handling and gift processing procedures for events.

Please submit this form to Office of Annual Giving (U-SU 102) prior to developing any materials to publicize, sell tickets for, or seek corporate sponsorships for a fundraising event or activity. All promotional materials will also require the approval of the Office of Communications and Public Affairs, prior to being printed or produced.

**Student Club or Organization Information**

Name of Student Club or Organization: \_\_\_\_\_

Type of Fundraising Event or Activity (If you are sending a letter, all correspondence need to be pre-approved)

\_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Proceeds Will Benefit: \_\_\_\_\_

**All donations must support Student Clubs and Organizations that meet the University's Education Mission. Social clubs and activities are not included.**

**It is important for us to draw a connection between the donations our University receives and the goals of Cal State LA.**

**Purpose of Fund Raiser - Does it meet any of our university strategic priority areas? (Check all that apply)**

\_\_\_\_\_ Engagement, Service and the Public Good

\_\_\_\_\_ Student Success

\_\_\_\_\_ Welcoming and Inclusive Campus

\_\_\_\_\_ Academic Distinction

Has the Business or Company requested a Tax ID/W-9: \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address to Send Documentation: \_\_\_\_\_

**If you are having a fundraising event where you are charging admission and seeking sponsorship and providing them with benefits, please fill out this financial information below (per person.)**

A. **Ticket/Event Price:** \_\_\_\_\_

*(If more than one sponsorship level, please attach a sheet with the details for each level.)*

B. **Goods and Services Provided:**

Value of meal: \_\_\_\_\_

Value of additional goods and/or services provided:

(e.g. concert, T-shirts, mugs, pens, etc.) \_\_\_\_\_

Total value of goods and services provided: \_\_\_\_\_

C. **Net Tax Deductible Contribution:** \_\_\_\_\_

(By law, the net tax deductible contribution amount is limited to the excess of the contribution over the value of the goods and services provided.)

**Fundraising Policies and Procedures:**

Please read the following policies and procedures thoroughly. Failure to follow these instructions may result in the donation being lost:

1. All monetary donation received, regardless of payment type (e.g. cash, check, credit card) must be made payable to: **University- Student Union.**
2. The memo section of the final check from your vendor or corporation sponsor must have the name of the event, activity or club they are sponsoring.
3. Check must be sent to: University-Student Union, 5154 State University Drive Suite 306, Los Angeles, CA 90032. A gift receipt will be provided to the business or sponsor on behalf of the University with 5-10 days.
4. Once the check is received, the Student Club or Organization will notify University-Student Union to proceed with the depositing of the funds into your right account.
5. Please check the box acknowledging that you have read and understand the above guidelines.

**Approved:**

\_\_\_\_\_  
*Director of Annual Giving*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Director of Advancement Services*

\_\_\_\_\_  
*Date*