FUNDRAISING EVENT APPROVAL FORM

**Must be completed PRIOR to any solicitation of funds, contractual commitments, sponsorships, literature distribution, spending, or other fundraising activities. **

Please review the **Cal Poly Fundraising Event Procedures** statement before completing this form Complete and send/email to: Attn: Lisa Rockwell-Harpster (Irockwel@calpoly.edu), University Development (Bldg 117),

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	VI DETAILS						
Event N	t Name:			Date & Location:			
Departn	Department/College/Unit:			Contact Person:			
Contact	ntact Person Phone:			Contact Person Email:			
What is	the purpose of this eve	ent?					
Please c	lescribe the target aud	lience, intended number	of attendees, and a	all activities that will ta	ake place:		
REVE	ENUE AND EXPEN	ISES					
	<u>-</u>	ue:et showing all revenue seed:			enses: s, and service fees and		
	STATE	FUND	DEPT ID	ACCOUNT	PROGRAM	CLASS	_
	CORPORATION/ FOUNDATION	ORG KEY/FUND	OBJECT CO	DE/ACCOUNT			J
Indicate a Is any po Has the D	all sources of event rev Registration/ticket a rtion of the revenue in department/College ob	revenue, indicate the sortenue: sales	☐ Raffle ☐ A contributions (othe party agreements?	Auction	· ·	ıt gifts	
receipte contrib	ed as gifts, then the value oution is the total paymen	fany portion of registration of the benefits provided to t at less the value of benefits e ale of merchandise directly t	the donor must be sta extended to the donor.	ted on the invitation, spo			
 Signature	e of dean, director or h	ead of sponsoring unit	Print name			Date	

Date

APPROVED by Zachary K. Smith, Vice President, University Development and Alumni Engagement