

# HUMBOLDT STATE UNIVERSITY

## Philanthropy Office Fundraising Event Form

**Instructions:** This form should be completed in conjunction with reading the [Fundraising Policy](#) and the [Cash Handling Policy](#). Please e-mail this form, along with any forms or documents mentioned below (if needed), to [advance@humboldt.edu](mailto:advance@humboldt.edu). For any questions, please call the Philanthropy office at 707-826-5101. For best results, save this form to your computer before filling it out.

### General Event Questions

- |                                |                                |       |
|--------------------------------|--------------------------------|-------|
| 1. Primary Contact             | Phone                          | Email |
| 2. Event Name                  | Proposed Date                  |       |
| 3. Proposed location for event | Address if venue is off-campus |       |
4. Please indicate the type of organization (or group of organizations) that's holding the event.
5. Please indicate who's invited to this event (i.e. alumni, parents, students, general public)

### HERE'S WHO YOU NEED TO CONTACT TO HOLD AN EVENT:

*It takes the coordination of several departments to successfully plan a fundraising event. Aside from your interaction with the Office of Philanthropy, you must also contact Risk Management and Facilities Maintenance.*

#### 6. Risk Management

- **Risk Management** plays a vital role in event planning. Contact their office at 707-826-3305. Please fill out and submit the [Application for the Lease/Rental of University Facilities](#) to Risk Management. Please give Risk Management one month of notice when planning events.

Will you be serving alcohol or providing gifts/prizes of alcohol at this event? YES NO

#### 7. Facilities Maintenance

- **Facilities Maintenance** is an important resource for holding events. Facilities Maintenance provides tables, chairs, cleanup, recycling, janitorial staff, electricians, and other services. Please be sure to contact their office at 707-826-3646 to let them know about your plans.

### COSTS, ENTRANCE FEES, and FAIR MARKET VALUE:

*Please fill out the forms mentioned below in items 8-10 and submit them to the Office of Philanthropy. These forms must be completed for all fundraising events.*

8. **Line Item Budget** that includes costs and expected revenues.
9. **Solicitation Form.**
10. **Itemized Spreadsheet** with the estimated value of goods and services that attendees will receive in exchange for their payment.

**AUCTIONS, RAFFLES, and FUNDRAISING CONTESTS:**

*For these activities, be sure to plan well in advance. Fill out and submit these forms only if you plan to hold one of these fundraising activities in conjunction with your event. If you will not be holding these activities, you may proceed to the Payment Processing section.*

**Auctions:** [Auction Approval Form](#)— 3 months’ notice required

**Raffles:** [Raffle Approval Form](#)— 2 months’ notice required

**Fundraising Contest:** [Contest Approval Form](#)— 2 months’ notice required

**Event Sponsorship:** [Solicitation Form](#)— 2 months’ notice required

**PAYMENT PROCESSING QUESTIONS:**

If your event is expected to raise \$2,000 or more, please contact the Gift Processing Center at 707-826-4941 to arrange for a university cashier to handle payment processing at your event.

11. What forms of payment will you be accepting from attendees?      How will you be accepting payments?  
Check      Cash      Credit Card      In person      By Mail      Online

12. Please provide the Department name and the Advancement Foundation Fund in which you will deposit event revenue.  
Department      Advancement Fund

13. Any additional comments or information:

**For Philanthropy Office Use Only**

Date Received:      Received by:

Philanthropy Office Approval Granted:    Yes      No

Signature/Title      Date:

Craig C. Wruck, VP of Advancement

Requestor Notified of Approval by:      Date:

Campaign:      Appeal:      Fund:

Copy sent to Cashier’s Manager, SBS 285, when approved:      Date:

Special Instructions: