



## Event Approval Form

**PURPOSE:** This form is designed to gather information on a potential fundraising event. The UM Foundation will review all aspects of the event to ensure compliance with Federal and State laws. The UM Foundation reserves the right to deny approval of an event, if the event will jeopardize the Foundation's tax status.

**INSTRUCTIONS:** This form is to be completed by the campus department contact and then printed and signed by the appropriate Dean, Director or Vice President and submitted to the UM Foundation Controller, Brantly Hall. For more information, call 243.2673.

**Section A: EVENT and CONTACT DETAILS**

Contact Name:	UM Dept:
Email:	Phone:

Total Projected Revenue:		
Event Date:	Location:	
Event Purpose:		
Describe activities at event:		

**Section B: REVENUE and EXPENSES**

Total Projected Revenue:	Total Projected Expenses:

Indicate all sources of revenue:  Outright  Ticket sales  Sale of merchandise  Raffle(s)  Sponsorships  Registrations  Auction (live or  Gaming

Is any portion of this revenue (other than outright gifts) intended to be **charitable contributions**\*?  YES  NO

If yes, what portion of revenue is charitable (list amount)?

Fund #	Fund Name

List all UM Foundation Funds to be used:

**\*Charitable Contributions:** If any portion of registration fees, ticket sales, sponsorships or auction payments are intended to be charitable contributions and receipted as gifts, the value of the benefits provided to the donor must be stated up front on the invitation or sponsorship form or announced verbally at auctions. The charitable contribution is the total payment less the value of the benefits extended to the donor.

**Section C: SIGNATURES**

Signature of Dean, Director or VP	Printed Name	Date