

HILBERTCOLLEGE

Fundraising Event/Activity Clearance Form

Instructions: This clearance form should be completed in conjunction with reading the Fundraising Events Policy. You must seek permission to conduct any event or activity that raises private, charitable gifts for your area. Please e-mail this form back to the Vice President for Institutional Advancement (Gregg Fort, gfort@hilbert.edu) or fax it to 716-558-6381. If there are any questions, please call the Vice President for Institutional Advancement at 716-649-7900, ext. 302.

GENERAL EVENT QUESTIONS:

1) What school/college/program or student group is proposing this fundraising event?

2) What is the name and purpose of the event?

3) What is the proposed date of the event (if you don't have an exact date yet, tell us roughly when you'd like to have the event)?

4) What is the proposed location for the event (please include the address of the venue if it is off-campus)?

5) Please describe what kind of event this will be (e.g., is it a formal sit-down dinner and reception? Or an informal fundraiser at a bar with cocktails and hors d'oeuvres, etc.? Will there be entertainment, a guest speaker, etc.)?

6) Please indicate who your list of invitees will include, e.g. Hilbert College alumni, corporations, parents, general public etc. (If your event is approved, you must submit a list of invitees to the Office of Institutional Advancement. The Office of Institutional Advancement reserves the right to add or exclude certain invitees prior to the mailing of invitations.)

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7) Who is the event contact person from your area? Please indicate this individual's contact information and general availability to meet with Advancement staff.

8) Is this event tied to a service learning course? If so, please include the course and professor's name.

COST, ENTRANCE FEES AND FAIR MARKET VALUE QUESTIONS:

9) Before underwriting, what is the estimated overall cost of the event?

10) How will you pay for the event (e.g. internal budget and/or donations to underwrite the costs)?

11) If you will be seeking cash donations and/or gifts in kind to underwrite the event cost, please provide us a list of individuals and/or organizations you will be soliciting, what kind of support you'll be soliciting and the solicitation amount (if you do not know at this time, write "Do Not Know"):

Donor You Will Solicit:	Gift in Kind or Cash:	Solicitation Amount:

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12) What will be the entrance fee per person? And is this fee required or only a suggested donation?

13) What goods or services, if any, will attendees receive in exchange for their payments (e.g. food, drink, entertainment, the services of a guest speaker, etc.)?

14) What is the Fair Market Value (FMV) of these goods or services received by the attendees? (FMV is the price a willing buyer would typically pay to a willing seller for a similar type of good or service in the marketplace. If you need help determining the FMV, please indicate so below).

15) Will the entrance fee entitle an attendee to a raffle ticket or door prize? (Please be aware that if you associate the entrance fee with the purchase of a raffle ticket or door prize, any charitable portion of the entrance fee will be negated, and attendees will not receive charitable gift receipts).

AUCTIONS AND RAFFLES:

16) Auctions and Raffle Information

Please be aware that if you conduct a silent and/or live auction at the event, you will be required to track all non-cash donations to the auction as well as all of the auction buyers' names, contact information and purchase amounts in an excel spreadsheet to be submitted to the Office of Institutional Advancement.

	YES	NO
Would you like to conduct an auction at the event?	<input type="checkbox"/>	<input type="checkbox"/>
Separate from the entrance fee, would you like to conduct a raffle at the event?	<input type="checkbox"/>	<input type="checkbox"/>

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PAYMENT PROCESSING QUESTIONS

17) What forms of payment will you be accepting from attendees (e.g. check and credit card)?

18) Into which Hilbert College account are you planning to deposit the event revenue?

19) Miscellaneous:

	YES	NO
Are you planning on conducting this same event in future years?*	<input type="checkbox"/>	<input type="checkbox"/>
<p>*If you plan on conducting this same event in future years, <u>you will not need</u> to get clearance from the Vice President of Institutional Advancement each year. However, <u>you must contact</u> the Coordinator of Advancement in order to coordinate event donations each year before you send out invitations and/or announce the event to the public. Our office reserves the right to cancel any fundraising events and/or contact The Office of Business/Finance if you fail to follow these procedures.</p>		

20) Any Additional Comments:

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