



CALIFORNIA STATE UNIVERSITY, STANISLAUS FOUNDATION Fundraising Event Checklist ✓

120 DAYS PRIOR TO EVENT

- ☐ Complete Fundraising Event Approval Form
- ☐ Complete Budget to Actual Template (Budget figures only) to submit with Event Approval Form
- ☐ Submit Completed Fundraising Event Approval Form and Budget portion of Budget to Actual Event Form to Director of Advancement Operations

45 DAYS PRIOR TO THE EVENT (AFTER EVENT APPROVAL)

- ☐ Complete and submit special event safety plan to Risk Management
- ☐ Obtain approval by the Public Safety/University Police and Risk Management if event includes the sale, service, or consumption of alcoholic beverages
- ☐ Tickets to event are pre-numbered and include language referencing Sales tax and Assessment on Funds Policy

DAILY BASIS OR ONGOING

- ☐ Transmit Income to Advancement Services for processing
- ☐ If Raffle is conducted prior to or at the event complete Raffle Ticket Log and follow Raffle Accounting & Reporting Procedures for W-2G

2 -3 BUSINESS DAYS AFTER THE EVENT

- ☐ Return gifts-in-kind to Director, Donor & Special Events (wine, gift baskets, etc.) for inventory control

60 DAYS AFTER THE EVENT OR PRIOR TO FISCAL YEAR END, WHICHEVER COMES FIRST

- ☐ Complete final reconciliation of event and submit complete Budget to Actual Event Form to Director of Advancement Operations
- ☐ Complete final Ticket Sales and Event Attendance Reconciliation and submit to Director of Advancement Operations
- ☐ Complete and Submit Nonprofit Raffle Report CT-NRP-2 to the Auxiliary Accounting Manager

