

CHECKLIST FOR FUNDRAISERS

Entire form must be completed and submitted with the corresponding space request form.

Sponsoring Organization (exactly as registered) _____

Event _____

Is the event is to benefit a charity/philanthropy: YES, name of charity: _____ NO

Date(s) of event: _____

Location of event: _____

List products, services, or support received from other organizations _____

MONEY GENERATED

Select the most appropriate type of fundraiser from the options listed below.

____ SALE OF ITEM(S)

1. List item(s) being sold: _____

2. List appropriate sale prices per item: \$ _____

____ ADMISSION/PARTICIPATION FEE (Answer all questions that apply) *Admission fee requires tickets.

1. List all admission prices and/or the participation fee: \$ _____

2. Who are the participants? (e.g. UI students, other RSOs, etc.): _____

3. Type of entertainment provided (speaker, DJ, band, dance team, etc.) _____

4. Fee the entertainer(s) usually receives: \$ _____

5. Fee the RSO is paying the entertainer: \$ _____

6. Admission fee: YES, amount \$ _____ (*tickets are required) NO

7. Will use tickets provided by RSO Office: YES (check-out tickets prior to event) NO

8. Organization will design and print tickets: YES (ticket proof must be approved by RSO Office prior to printing) NO

9. Food provided at event: _____

10. Prizes available for participants/attendees: _____

11. Estimated expenses (advertising, O&M charges, contracts, etc.): \$ _____

12. List estimated expenses: _____

____ RAFFLE TICKET SALE – Raffle Permit is Required for Organization to Sponsor Raffle

1. Price of raffle ticket: \$ _____

2. Item(s) being raffled: _____

3. Location of raffle ticket *drawing*: _____

4. Raffle permit number: _____ *Obtain permit # in the city where *drawing* will be held.

*If drawing is in Champaign: City Clerk's Office, 102 N. University, Champaign. If drawing is in Urbana: City Clerk's Office, 400 S. Vine, Urbana.

REMEMBER: ALL money generated at fundraiser events must be deposited into the group's University Account in 100 Henry Administration Building and the deposit slip must be submitted to the Registered Organizations Office to "clear" your event.