

THE UGA FOUNDATION

EVENT APPROVAL FORM

****Must be completed if event revenue is to be processed through UGA Foundation accounts****

Complete and mail to: Gift Accounting, Attn: Jennifer Hancock, Milledge Center, 394 South Milledge Ave.

EVENT DETAILS

Event Name: _____ Date & Location: _____

Dept. Name & Number: _____ Contact Person Name: _____

Contact Person Phone: _____ Contact Person Email: _____

What is the purpose of this event? _____

Please describe all activities that will take place:

Please read the [Event Approval Policy](#) before completing this form.

REVENUE AND EXPENSES

Total Projected Revenue: _____ Total Projected Expenses: _____

List of accounts to be used: Foundation: _____ UGA: _____

If the projected expenses exceed projected revenue, indicate the sources of additional funding:

UGAF UGA Other: _____

Indicate all sources of revenue:

Registration/Ticket Sales Sponsorship Auction Sale of Merchandise Outright Gifts

Is any portion of this revenue intended to be charitable contributions (other than outright gifts)? Yes No

****Charitable Contributions – If any portion of registration fees, ticket sales, sponsorships, or auction payments are intended to be charitable contributions and receipted as gifts, then the value of the benefits provided to the donor must be stated up front on the invitation, sponsorship form, or announced at auction. Examples are the fair market values of event attendance, auction items, or golf course green fees. The charitable contribution is the total payment less the value of benefits extended to the donor.**

****Sale of Merchandise – Only sale of merchandise directly related to the UGA Foundation event will be allowed. Please complete and attach a Merchandise Approval Form.**

Signature of Dean, Director, or VP of School, College, Unit, or Dept.

Name (please print)

Date

Financial Services use only:

Is this a fundraiser? Yes No

Gift Accounting Approval

Date

Financial Accounting Approval

Date

VPDAR Approval

Date