FUNDRAISING EVENT NOTIFICATION FORM

ASU
ARKANSAS STATE UNIVERSITY
S Y S T E M
FOUNDATION, INC.

Fundraising event notification must be provided in writing to ASU System Foundation at least two (2) weeks prior to the event. Please compete this form and email to: asusfoundation@asusystem.edu

SYSTEM CAMPUS: (Please indicate by X)

ASU ☐   **ASUBB** ☐   **ASUMH** ☐   **ASUNP** ☐   **ASUTR** ☐

Date and Location of Event : _____

Type of Event: (**DINNER, AUCTION, RAFFLE**) _____

Name of Event/Purpose: _____

_____

Total Ticket Price to attend: $_____   ***Premium Amount Per Ticket**: $ _____

Describe Premium:_____

Donation amount per ticket: $_____

Designation/Fund Name / Acct #:_____

Is this an auction? YES ☐   NO ☐   **Is this a raffle?** YES ☐   NO ☐

Will you be using One Cause? YES ☐   NO ☐   **Will you be using Square?** YES ☐ NO ☐

AUCTIONS: You must send a Excel spreadsheet with donor's name & addresses, auction item and value, for GIK credit.

RAFFLES: *All Raffles must have prior approval from President of ASUS Foundation and fall under guidelines set by the Arkansas Department of Finance &Administration.*

ONE CAUSE/SQUARE: **IMPORTANT!!!** If you have never used One Cause or the Square you will need to be set up prior to the event.

OTHER PAYMENT METHODS: If you will be using a website or other method, you will need to set up the Foundation as a user.

Will you have Sponsors? YES ☐   NO ☐   If you have sponsors will they be receiving anything of value for their sponsorship? If so, please provide the amount and description.

_____

NOTIFICATION OF EVENT – COMPLETED BY:

_____   _____
Print name   Date