

How to Manage a Charitable Special Event

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Overview:

The Southern Illinois University Foundation (SIU Foundation) solicits, holds, and distributes private support for the benefit of Southern Illinois University (University), its students and community.

This document is to assist the budget officer in what a fundraising special event is, how to get it approved, and the different revenue & expense components of a special event.

What is a fundraising special event?

The IRS defines a fundraising event as any event having the primary purpose of raising funds and requires that charitable organizations identify and report all fundraising event income. Examples of fundraising events are golf outings, fund raising luncheons or dinners, charity auctions. In order to be a fundraising special event and therefore revenue is allowed to be deposited in the SIU Foundation; there must be at least a \$25 charitable component to the event ticket price. If there is no charitable component to the event ticket price it is not a fundraising special event and the monies need to be deposited into a university account. These non-charitable events sometimes do solicit for sponsorships, this income is allowed in the SIU Foundation but these solicitations must be approved just like a fundraising special event.

How do I get started?

With any fundraising efforts your department decides to conduct it is important to work with your department/division chair, department fiscal office and your CDO (constituent development officer). Fundraising special events can be time consuming and require a lot of planning so the sooner you start the approval process the better.

Getting a special event approved

A fundraising special event is a solicitation and requires SIU Foundation approval prior to solicitation or publicizing of the event. The Foundation has developed a webpage with all of the solicitation forms and process. You can find this page on our website, click at the bottom on Foundation Services and then again on the "Solicitations" link. Special event forms are near the bottom of the page. Instructions on how to complete these forms are included with the form or at the same link.

Special Events

Special Events are effective in bringing a community of individuals together interested in your cause, but this type of solicitation usually does not yield large **net** revenues to your area. Prior to considering holding a special event, please determine if you have a staff member available to support this activity. Please consult your college/division's development officer. Below are the forms needed for approval of your event.

Once your special Event is approved, the Foundation will provide you with coding to be added at the bottom of your invitation which is essential for the efficient processing of responses to your invitation.

- Solicitation Request Form
- Solicitation With Premium
- Event Approval Form
- Information Request Form

Revenue types of a special event

Fundraising special events generate many types of income that the SIU Foundation must report differently for different purposes (i.e. financial statements, tax returns, internal reports). Here is a list of these revenue types:

1. Outright gifts
2. Sponsorships
3. Event ticket purchases
4. Auction
5. Raffles
6. Gifts in Kind

How to submit revenue items to the Foundation Gift Accounting Office

All revenue items should be sent to the Foundation Gift Accounting office immediately. Checks should not be held in the department until the event. You can find the Foundation's form on a webpage on our website, click at the bottom on Foundation Services and then again on the "Forms and Policies" link. Special event forms are in the middle of the page. Instructions on how to complete these forms is included with the form or at the same link.

1. Contribution/Other Revenue Deposit form – use this form for sponsorship levels and outright contributions of the event including all correspondence related to the check (i.e. solicitation letter and any notes received by donor).
2. Contributions with a Non-Tax Deductible Portion Deposit form – fair market value used on this form must match the invitation and approved Foundation event form. An excel spreadsheet can be used instead of this form. Include all correspondence related to the check (i.e. solicitation letter and any notes received by donor).

3. GIK Special Event form and GIK Special Event Transmittal form – these forms must include what the GIK item was used for (i.e. direct expense (ex dinner), indirect expense (ex decorations), auction item, door prize, raffle item).

Expenses related to the special event

Vouchers are processed in the same manner for special event expenses as any other Foundation account expense but it is important to indicate in the body of the voucher that the expense is for that particular event and what the expense was used for. Events that have raffles will be required to obtain a W9 for each winner before the prize is given to them – this is the case for cash and non-cash prizes.

For guidance on how to complete Foundation vouchers see “How to Process a Voucher” help document.

Event Reports

Special Event reports are currently being developed. Until they are live on the website contact the SIU Foundation offices for assistance with special event reports.

FAQ

1. How do I get training on the Foundation’s accounting systems?

Kristy McClurken is responsible for all Budget Officer Web Maintenance. You may contact her at kristym@foundation.siu.edu or (618) 453-4905.

2. Where are the forms located?

All of our forms are located our website. Select the Foundation Services button at the bottom of the home page and then click on the “Forms” link.

The screenshot shows the Southern Illinois University Foundation website. The header includes a navigation menu with links for Home, About Us, Priorities, Making a Gift, Financials, News & Events, and Contact Us. The main content area is titled 'FORMS' and contains a list of various forms categorized into Solicitation Request Forms, Donor Forms, GIK Accounting Forms, Accounts Payable Forms, and Account Maintenance Forms. A 'CONTACT INFORMATION' sidebar is also visible on the right side of the page.

FORMS

Some introductory information regarding the forms on this page. Maybe some instructions on how to use the forms. The forms on the budget officer site has some instructions that could be updated and used. There is also a form for "Key Fields & Policies for Forms". What do you want to do with this?

Solicitation Request Forms

- Checklist for Solicitations
- Solicitation Request Form
- Solicitation With Premium
- Solicitation and Prize Templates
- Event Approval Form

Donor Forms

- Electronic Funds Transfer (EFT) Form
- Payroll Deduction Form

GIK Accounting Forms

- Contribution/Other Revenue Deposit Form
- Contributions with a Non-Tax Deductible Portion Deposit Form
- University Cash Gifts or University Related Organization (URO) Cash Gifts
- Off-in-kind (GIK) Instructions
- Off-in-kind (GIK) Form
- Special Event GIK Form
- Transmittal Cover Sheet for Special Event GIK Form

Accounts Payable Forms

- Expense Certification Form
- Travel Expenses Form
- Entertainment Expenses Form
- Purchase Requisition (Campus Forms) Carbondale - Springfield
- Invoice Voucher Instructions
- Invoice Voucher
- Scholarship Voucher Instructions
- Scholarship Voucher

Account Maintenance Forms

- New Budget Officer – Delegate – Proxy Forms

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3. Further questions please contact see our contact link :
 - a. Kimberly Hawk, processing vouchers
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 - b. Cindy Moreno, assist with all questions at the School of Medicine
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(217) 545-2955
 - c. Marla Fuller, gift accounting
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