

Southern Illinois University Foundation

**Colyer Hall – Mail Code 6805
Carbondale, IL 62901**

**School of Medicine – Mail Code 9666
Springfield, IL 62794**

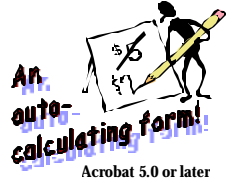
Foundation Event Approval Form

Purpose

This form is to help determine charitable portion of amount charged to participants

Instructions

1. Complete and forward to SIU Foundation before soliciting participants.
2. Please attach a sample copy of all the correspondence that the donor will receive. (e.g. flyers)



Amount proposed to charge per participant to attend event →	1
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Fair Market Value Per Participant of Goods and/or Services: Use this form to determine the fair market value of goods and/or services received by participant. *NOTE: If event has more than one level of sponsorship, use the Solicitation with Premium Form. The Solicitation with Premium form allows for multiple levels.*

Item	Amount		
Estimated number of participants	Estimated Global Charges	Estimated Global Charges per Participant	
Amount per participant (this figure is entered in column 3 of the Contributions with a Non-Tax Deductible Portion Deposit Form)			2

Charitable portion of amount charged (Box 1 – Box 2)	
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Note: The fair market value to be received as a part of the entry fee per participant should be itemized (e.g. green fees \$17.00, golf cart \$3.00, lunch \$5.00, highest priced door prize \$10.00, etc.) to determine the amount of the non-tax deductible portion of the total fee. **The IRS requires that both the tax and non-tax deductible amounts be indicated on all correspondence that the donor receives** (e.g. flyers, letters, gift acknowledgements, etc.).

Name of event or activity Department Unit Number

Trace Lynn Norris
 This form completed and signed by Date Phone