

**THE UGA FOUNDATION**

**EVENT APPROVAL FORM**

This form must be completed if event revenue will be deposited in a UGA Foundation fund

Submit by email to ugafbusiness@uga.edu

Submit by mail to UGA Foundation, 1 Press Place, Suite 101, Athens, GA 30601

**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

UGA Foundation use only:

Is this a fundraiser?  Yes  No

\_\_\_\_\_  
Gift Accounting Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Accounting Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
VPDAR Approval

\_\_\_\_\_  
Date