

**EVENT DETAILS, DISCLOSURE STATEMENT APPROVAL
AND DONATION VALUATION APPLICATION**

1. Short description of the event: _____

2. Event information:
Date(s) of the event (from/to): _____ Time of event: _____
Location of event: _____
Cost of attendance/participation: _____
3. Department or office responsible for conducting the event: _____
4. Contact person for event: (name, telephone, email): _____

5. Is this a fundraising event, Presidential event, alumni event, or department event (please circle).
6. Foundation account where payment/gifts will be deposited: _____
___ Check if new account needs to be established
7. Is payment going to be made available on **I-modules** or **Marketplace** (please check if applicable).
a. If you will be using **Marketplace** - has the language for Marketplace been sent to the Foundation for notification and review: **YES** or **NO** (please check one).
8. **Submit** this form and event/solicitation materials to Advancement Services (Stephanie Shaw - sshaw@iup.edu) and Foundation (Kevin Mathe – kjmathe@iup.edu) for correct coding and solicitation information.

IF benefits are being provided to the donor please complete the following:

Cost/ Benefit breakout (indicate by gift size the benefits associated):

<u>Donation Amount</u>	<u>Benefit (please describe)</u>	<u>Fair Market Value*</u>

*Fair Market Value (FMV) is the price that property would sell for on the open market. It is the price that would be agreed on between a willing buyer and a willing seller, with neither being required to act, and both have reasonable knowledge of the relevant facts. Do not factor in what the actual cost of the event is (especially if some of the benefits were donated) but rather what the real cost would be. If you put a restriction on the use of the property you donate, the FMV must reflect that restriction.

FOUNDATION FOR IUP USE ONLY:

___ All materials received ___ Approved with no changes:
___ Approved with the following changes: _____

_____ (Betsy Lauber, Executive Director)