

Registered Organizations Event Budget Form

Entire form must be completed and submitted with the correspond space request form

Registered Organization(name exactly as registered): _____

Event: _____

Is the event to benefit a charity/philanthropy: Neither Either (Name): _____

Date(s) of event: _____

Location of event: _____ Organization Acct Number: _____

Contact Name: _____ Contact Illinois Email: _____

MONEY COLLECTION METHOD

SELECT WHICH OF THE FOLLOWING BEST DESCRIBES HOW YOUR ORGANIZATION WILL BE COLLECTING MONEY

ACCEPTING DONATIONS (Includes canning on the Quad)

SALES OF ITEM(S) (excludes ticket sales:see next item)

1. List item(s) being sold: _____

2. List appropriate sale prices per item: \$ _____

ADMISSION/PARTICIPATION FEE(Answer all questions that apply)

1. List all admission prices and/or the participation fee: \$ _____

2. Admission fee: YES, amount \$ _____ NO

Tickets must include the following information somewhere on the ticket: a contact person's name, email and phone number

3. Who are the participants? (e.g. UI students, other RSOs, etc.): _____

4. Will fund also be collected online of off-campus? YES online off-campus NO

RAFFLE TICKET SALE- Raffle Permit is Required for Organization to Sponsor Raffle

1. Price of raffle ticket: \$ _____

2. Item(s) being raffled: _____

3. Location of raffle ticket drawing: _____

4. Raffle permit number: _____ *Obtain permit# in the city where drawing will be held.

*If drawing is in Champaign: City Clerk's Office, 102N. University, Champaign,IL

*If drawing is in Urbana: City Clerk's Office, 400 S. Vine, Urbana IL

REMEMBER- ALL money generated at fundraiser events must be deposited into group's University Account in 100 Henry Administration Building and the deposit slip must be submitted to the Registered Office located in 284 Illini Union to "clear" the event. Funds must be deposited within two business days of the event occurring. One deposit slip is needed for each day of the fundraiser. Organizations in non-compliance will be put on hold and unable to process forms through the Registered Organizations Office until further notice.