

Use this worksheet to determine the tax deductible portion of any entry fee or sponsorship received from an event participant. This form should also be used for membership drives. The tax deduction calculation must be made prior to the solicitation of the event. NOTE: Deposits cannot be processed until this information has been provided to and accepted by the Fairmont State Foundation to ensure proper donor acknowledgement. Please attach any additional documentation as may be necessary.

<b>Event Name</b> _____		<b>Event Date(s)</b> _____	
<b>Purpose of Event</b> _____			
<b>Sponsoring Department / College / School</b> _____			
<b>Foundation Fund Description</b> _____			
<b>Event Coordinator</b> _____			
<b>Coordinator Contact Information</b>		Email _____	Phone _____
<b>Event Registration, Fee, Cost Level</b> (Must complete at least one line. If event is free enter \$0.00 for amount)			
Description _____	Amount	\$ _____	
Description _____	Amount	\$ _____	
Description _____	Amount	\$ _____	
<b>Sponsorships</b>	Will sponsorships be received for this event? _____ (yes or no)		
If yes, a list of sponsor names and amounts will need to be provided to FSF.			
<b>In-Kind Donations</b>	Will goods/services be donated to this event? _____ (yes or no)		
If yes, a list of donors and the fair market value of goods/services donated will need to be provided to FSF.			
<b>Benefits (Goods/Services) Offered</b>			
The value of benefits is based on the fair market value, not the discounted cost to the unit. This applies to all events. Examples of benefits include: meals, beverages, entertainment, sporting event, green fees, tickets prizes, gifts, etc. The tax deductible amount of the donor's payment will be the contribution less the fair market value of any received benefits.			
Benefit _____		\$ _____	
Benefit _____		\$ _____	
Benefit _____		\$ _____	
_____ Signature of Dean, Director VP		_____ Name	
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Event ID _____	Campaign _____	Appeal _____	Package _____
Sponsorship Tax Deductible Amount _____	Fee Tax Deductible Amount _____	Fund _____	