



Events must be in line with the mission of the Foundation to cultivate, steward and/or recognize donors and/or prospects who support or are interested in supporting the university's academic vision and priorities. Examples of these types of events include but are not limited to:

- Donor recognition events
- Cultivation or prospecting events
- Scholarship luncheons
- Fundraisers

Events with a fundraising component are subject to financial and tax regulations that require an accounting of event revenue and expenses per the IRS. All events should meet the following criteria:

- An Event Coordinator is assigned by the university college, school or department (Sponsoring Unit) to be the responsible host/organizer of the event.
- Are produced with due regard for the reputation and image of the University, in a fiscally responsible and prudent manner.

Foundation resources should be utilized to assist in the successful execution of approved fundraising programs and aid in the accountability of all gifts. The Fairmont State Foundation provides special event support in the following areas:

- Constituent Data Requests – A Database Information Request Form should be completed and submitted to the Foundation to obtain contact information for potential attendees
- Event Promotion – E-Blasts may be coordinated to send save the dates, invitations, reminders and follow up correspondence via Blackbaud Software.
- Event Tracking – Events can be set up in Raiser's Edge to track invitations, attendees, sponsors, fees and many other items related to the event. This allows for better reporting before, during and after the event.
- Online and Mobile Giving – Online registration and donation pages may be set up to accept registrations and credit card payments related to events. These transactions are processed securely via Blackbaud Merchant Services.
- Gift Processing and Donor Acknowledgement
- Financial and Tax Compliance

The Foundation is responsible for providing donor acknowledgements consistent with IRS regulations. The receipt must clearly indicate the amount of the donor's payment that will be treated as a deductible contribution and the fair market value of the benefits received that is treated as non-deductible. The Event Coordinator is responsible for completion and submittal of the Event Tax Deduction Worksheet to ensure compliance with IRS requirements.



Special Event Guidelines

Volunteer/Community Fundraising Events

Organizations may hold a fundraising event and the net proceeds from the event can be forwarded to the Foundation and designated for a particular fund. Since the event is held by a third party, the following apply.

- The Foundation will not endorse the activity and is not involved in its planning or execution.
- Published materials related to the event may state that the net proceeds of the event will be contributed to the designated Foundation fund.
- Volunteer/Community event expenses will not be processed by the Foundation.
- The FSU Foundation cannot process any credit or debit card transactions for the event.
- The organizer will send one final check for the net proceeds of the event payable to the Fairmont State Foundation.
- A gift receipt for the net amount received is sent to the organizing group.