



Fund Raising Event Request Form

Boise State University Intercollegiate Athletics

Return form to Kathy Haumann, Management Assistant
Bronco Athletic Association, MS-1020

Approved by: **Matt Brewer, Associate AD for Compliance** _____ Date: _____

Approved by: **Natalie Keffer - Assistant AD for Development** _____ Date: _____

Approved by: **Niki Gamez, Associate AD for Business Affairs** _____ Date: _____

Approved by: **Curt Apsey – Executive Director of Athletics** _____ Date: _____

Sport: _____

Name of Event: _____

Date of Event: _____ **Location:** _____

Event Coordinator: _____ **Phone #** _____

Description of Event: _____

Who is being invited? _____

How will money be collected (cash, check, credit card)? _____
(You can accept Visa, MasterCard and Discover only)

How much will be charged? _____

What benefits will be provided to the donor? (i.e.: green fees, shirt, photo, hat, food?) and the market value of each.

Who is the person responsible for collecting money and depositing with the Bronco Athletic Association?

What will funds be used for? _____

Will you have sponsorships? If yes please describe.

Does your event require liability insurance? _____

Will alcohol be available at the event? If yes – who will be selling it? _____

FUND RAISING POLICY

Coaches of each sport should encourage alumni, parents and friends of their sport to gift to the Bronco Athletic Association, the fund raising organization for men's and women's athletics at Boise State University. Gifting opportunities include: Membership, Scholarship Endowment, Sports Enhancement, Capital Project and Planned Giving.

Please follow the fund raising guidelines listed below:

- 1. Prior approval is needed before planning a Fund Raising Activity and/or soliciting any cash or in-kind gifts, e.g. individuals, businesses or corporations. In addition, all written solicitation materials such as brochures, letters or flyers must also be submitted for prior approval. Submit your written request/materials to Kathy Haumann at khaumann@boisestate.edu.**

Sports camp materials must be approved by Niki Gamez and the compliance office.
2. Off campus events may require liability insurance. A third party entity may require verification of insurance from BSU. The certificate is normally required to comply with the insurance clause terms for the event or activity agreement or contract.
3. Alcohol at your event must be no-host and sold by a licensed vendor.
4. **ALL MONEY** collected from donors must be turned in **immediately** upon receipt to Kathy Haumann in the Bronco Athletic Association office for deposit with the Boise State University Foundation.
5. The Bronco Athletic Association can deposit cash, checks, and Visa, Mastercard or Discover credit card payments. Please note that there is a 3% credit card processing fee that will be assessed to your enhancement fund on a quarterly basis.
6. Include with all money a description of what the money is for, e.g. donation, entry fee, coaches club, golf tournament, clinic, etc.
7. Provide Kathy with a list of benefits that were provided to each donor and the fair market value of each benefit. This includes everything, regardless if you were able to get it donated. (Food, gifts, green fees, carts, raffles, auctions). *Note: The Boise State Foundation will quarterly pay sales tax from your account on these benefits. This amount will be subtracted from your Enhancement Fund.
8. All charitable gifts will be receipted and thanked by the Bronco Athletic Association. Coaches are encouraged to send additional appreciation correspondence to their donors. Clinics and other special events with no charitable gift portion will not be receipted.
9. **All funds solicited by coaches or staff must be deposited through the Association to the Boise State University Foundation, Inc.** Outside accounts are **not permitted** for any reason.