Registered Organizations Event Budget Form

Entire form must be completed and submitted with the corresponding space request form.

Registered Organization (name exactly as registered)

Event:

Is the event to benefit a charity/philanthropy: ☐ NO ☐ YES, name of charity:

Date(s) of event:

Location of event:

Contact Illinois email: ___________________________ Organization Account Number: __________

MONEY COLLECTION METHOD

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

☐ ACCEPTING DONATIONS (Includes canning on the Quad)

☐ SALE OF ITEM(S)
  1. List item(s) being sold:
  2. List appropriate sale prices per item:

☐ ADMISSION/PARTICIPATION FEE (Answer all questions that apply) *Admission fee requires tickets.
  1. List all admission prices and/or the participation fee:
  2. Admission fee: ☐ YES, amount $__________ (*ticket proof must be approved by RSO Office prior to printing) ☐ NO
  3. Who are the participants? (e.g. UI students, other RSOs, etc.):

☐ 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, 102 N. 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 the group’s University Account in 100 Henry Administration Building and the deposit slip must be submitted to the Registered Organizations 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.