U C DAVIS HEALTH SYSTEM
FUNDRAISING SPECIAL EVENT INFORMATION

We are grateful you are considering UC Davis Health System as the recipient of your special event fundraising project. Before you begin organizing or promoting your event, we recommend you contact the Health Sciences Advancement development officer representing the program or area your event will support. You may reach our staff at 916-734-9400.

The development officer will request information regarding your event, and will provide you an application for affiliating your event with UC Davis Health System. The information below is useful to guide your event planning; it is not an agreement or consent for any outside organization to organize, fund or carry out a third-party event.

Please read carefully

Step 1. Please review to ensure your understanding of a third party fundraising event.

Third-Party Event
A third party event is completely organized, funded and carried out by an individual or organization that is not considered part of the University. In this case, the University receives the proceeds from the event but in no way controls the event. A typical example of this situation is when an organization has non-profit status as a 501(c) 3. Checks from the event are made payable to the organizing group, the organization provides a tax receipt to the donor. Upon completion of the event, the organizer presents a check to the University from the organization.

UC Davis Health System Event
A UC Davis Health System event is for the sole purpose of supporting a department and/or program of the University. These events can be initiated by “friends” of UC Davis or internally by UCDHS departments and staff. In any event, all UC Davis Health System fundraising events must be reviewed by Health Sciences Advancement staff, with final approval by the Assistant Dean. The event cost is supported by the department that will receive the funds. All UC Davis Health System fundraising events must comply with UC Davis policies and procedures for acceptance of gifts and appropriate money handling processes, which are outlined in the policy section of this document.

Step 2. Please prepare this information for your application to host a Third Party Event.
**THIS IS NOT THE ACTUAL APPLICATION.**

Contact Information

1. Group/individual or UCDHS department organizing event: _______________________
   ________________________________________________________________

2. Name of event coordinator or main contact: __________________________
   ________________________________________________________________
UC DAVIS HEALTH SYSTEM
FUNDRAISING SPECIAL EVENT APPLICATION

1. Address:___________________________________________________________

2. Phone number and fax:_______________________________________________

3. Email address:______________________________________________________

Event Information

1. Name and description of event:_________________________________________
   ______________________________________________________________________

2. Date and time of your event:___________________________________________

3. Location of your event:_______________________________________________

Beneficiary Information

4. What department/program will the event benefit?___________________________

5. Percentage of net proceeds to be donated to UCDHS_____. If less than 100%,
   please explain___________________________________________________________

6. Will event also benefit other organizations? □ Yes □ No  If yes, please provide
   names of organizations____________________________________________________

7. How many years have you held these events and how often will they occur?
   ______________________________________________________________________

8. Do you require assistance from UCDHS staff? □ Yes □ No  If yes, please describe
   ______________________________________________________________________

9. Are you requesting use of the University name and/or logo □ Yes □ No  If yes,
   where, when and how will it be used? (please see below)
   ______________________________________________________________________

Use of UC Davis and UC Davis Health System name and logo

The UC Davis and UC Davis Health System names and seals are afforded protection by
State law, University policy, and State and Federal trademark law. The name "University of
California" and all abbreviations thereof are the property of the State of California under
Education Code Section 92000 and may not be used to imply, either directly or indirectly,
the University's endorsement, support, favor, association with, or opposition to an
organization, product, or service without permission of the University. Violation of Section
92000 is a misdemeanor. The use of the University’s name, seal, and other trademarks,
including UC Davis logos, designs, and visual images are protected by trademark and
The individual or company named above will be responsible for all aspects of the events including but not limited to the following:

- Planning and execution of the event
- Providing tax receipts to donors (minus quid pro quo, if applicable)
- All cash handling
- All staffing
- Providing one check of the proceeds to UC Davis (UC Regents)

Helpful Definitions

**Gift** - Anything of assignable value that is voluntarily and legally transferred to the University's ownership and possession. A gift is a contribution to the University that is donative in intent, bestowed voluntarily and without expectation of tangible compensation, for which, in general, contractual or grant requirements are not imposed. Gifts are awarded irrevocably.

**Gift-in-kind** - Personal or business property (except securities and real property), including works of art, books, animals, and scientific and other equipment. Gifts-in-kind are generally reported at fair market value as determined by an independent appraiser or other reliable market indicator or, for administrative purposes, by the department.

**Quid pro quo** – Something that is given in exchange for a benefit to the other. Quid pro quo gifts must be structured to comply with University policies and IRS regulations. The benefiting department is responsible for establishing, in accordance with these guidelines, a fair market value for the benefits received by the donor. This value must be disclosed to donors and potential donors in solicitation and acknowledgment materials. Further information on procedures is in PPM section 260-25.