



Fundraiser Worksheet

Please complete and submit to Stacey Spain at stacey@charitysmith.org **PRIOR** to conducting a fundraiser. This information is needed to guarantee correct reporting and receipting of money raised.

Date of Event: _____

Memorial Fund Name: _____

Event Information

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- This fundraiser is a sporting event (*i.e. fun run, soccer tournament, golf tournament, etc.*)
- This fundraiser is a banquet or dinner event
- This fundraiser is a concert event
- This fundraiser is _____
- This fundraiser will auction goods to raise money (if yes, please complete auction worksheet at the event)

Event Expenses

Please complete this to the best of your ability. If this information changes, or you will not have some final number until after the event, please indicate this below and send me updated amounts as they are received.

	Fundraising Expense	Amount	Brief Description
1	Rent and Facility Cost		
2	Food and Beverage Cost		
3	Cash Prizes		
4	Other Prizes/Gifts		
5	Other Expenses		
6	Net Expenses (ln.1+6)		

Event Ticket Information

The entire cost of the ticket may not be tax deductible for the purchaser. The portion the donor can deduct as a charitable contribution is the price of the ticket less its fair market value. Please complete the info below to determine this amount. If you need help with this, please email or call Ashley Galleher.

A. Cost of one ticket: _____

B. Estimation of the fair market value of ticket purchased: _____

Using the expenses above, please give your best estimation of the fair market value of the ticket. This is based on what is received for the ticket. For example, if it is a golf tournament what is the cost for one round of golf? If you are serving dinner, what is the cost of a plate of dinner? This number does not need to be exact, just your best estimation.

C. Tax-deductible donation allowed for each event ticket purchased is: _____

** Please use the following formula:*

(A. Cost of ticket for event) – (B. Goods and services received per ticket) = (C. Tax deductible portion of ticket purchase)