**SAMPLE**

**GIFT ELIGIBLE EVENT/ACTIVITY BROCHURE**

**SPONSORSHIP OPPORTUNITIES**

[Event/Activity Name]

[Event/Activity Date]

[Event/Activity Location]

[Area of the University benefitted by the Event/Activity]

**HIGHEST SPONSOR LEVEL**

$5,000 ($4,000 tax deductible)

* Name or logo on the event/activity website with a link to a non-promotional company site
* Name or logo on event/activity signage
* Name or logo in event/activity audio-visual elements
* Dinner seating for 20 guests (2 tables)

**SECOND HIGHEST SPONSOR LEVEL**

$2,000 ($1,500 tax deductible)

* Name or logo on event/activity signage
* Name or logo in event/activity audio-visual elements
* Dinner seating for 10 guests (1 table)

**THIRD HIGHEST SPONSOR LEVEL**

$1,000 ($750 tax deductible)

* Name or logo on event/activity signage
* Dinner seating for 5 guests (1/2 table)

**SAMPLE**

**GIFT ELIGIBLE EVENT/ACTIVITY**

**SPONSORSHIP CONFIRMATION FORM**

**[EVENT/ACTIVITY NAME] Sponsorship Confirmation Form**

Sponsor name (as it should appear on printed materials)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name

Contact title

Address

City State ZIP

Email

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company website

# We are proud to sponsor [EVENT/ACTIVITY NAME] with our gift of:

(See sponsor brochure for details of benefits)

Highest Sponsor—$5,000 ($4,000 tax deductible)\* Second Highest Sponsor—$2,000 ($1,500 tax deductible)\*

Third Highest Sponsor—$1,000 ($750 tax deductible)\*

I choose not to receive benefits and am making a fully tax deductible donation to [EVENT/ACTIVITY NAME] in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Gifts that are not 100% tax deductible cannot be paid using Donor Advised Funds or transfers of securities.

# Payment options:

(Consider this form an invoice)

Check enclosed (payable to the University of Minnesota Foundation).

Charge my credit card; my credit card information is below.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

CARD NUMBER VISA MASTERCARD AMEX DISCOVER EXPIRATION DATE

Name as it appears on card

Signature (REQUIRED)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please complete this form and return it to:

University of Minnesota Foundation

PO Box 860266 [EVENT/ACTIVITY NAME]

Minneapolis, MN 55486-0266 [UMF FUND #]

All gifts to the University of Minnesota Foundation are subject to and administered in accordance with the provisions of the Foundation’s governing documents that relate to gift acceptance and administration, which include the Foundation’s ability to repurpose funds to a use as close as possible when the original use is no longer capable of fulfillment.

**SAMPLE**

**GIFT ELIGIBLE EVENT/ACTIVITY**

**SPONSORSHIP OPPORTUNITIES RETURN BENEFITS WORKSHEET**

(for internal use only)

|  |  |  |
| --- | --- | --- |
| **SPONSORSHIP BENEFITS** | **FAIR MARKET VALUE** | **NOTES** |
|  |  |  |
| **HIGHEST SPONSOR** $5,000 |  |  |
| Name or logo on the event/activity website with a link to a non-promotional company site | $0 | Name and/or logo recognition are considered gift-eligible return benefits |
| Name or logo on event/activity signage | $0 | Name and/or logo recognition are considered gift-eligible return benefits |
| Name or logo in event/activity audio-visual elements | $0 | Name and/or logo recognition are considered gift-eligible return benefits |
| Dinner seating for 20 guests (2 tables) | $1,000 | $50 per person x 20 = $1,000. $50 is based on a $50 dinner (salad, entrée, dessert, and beverage) for 20. |
| **Total Fair Market Value** | **$1,000** | **Sponsorship level is $5,000. Fair Market Value is $1,000. Tax-deductible amount is $4,000.** |
|  |  |  |
| **SECOND HIGHEST SPONSOR** $2,000 |  |  |
| Name or logo on event/activity signage | $0 | Name and/or logo recognition are considered gift-eligible return benefits |
| Name or logo in event/activity audio-visual elements | $0 | Name and/or logo recognition are considered gift-eligible return benefits |
| Dinner seating for 10 guests (1 table) | $500 | $50 per person x 10 = $500. $50 is based on a $50 dinner (salad, entrée, dessert, and beverage) for 10. |
| **Total Fair Market Value** | **$500** | **Sponsorship level is $2,000. Fair Market Value is $500. Tax-deductible amount is $1,500.** |
|  |  |  |
| **THIRD HIGHEST SPONSOR** $1,000 |  |  |
| Name or logo on event/activity signage | $0 | Name and/or logo recognition are considered gift-eligible return benefits |
| Dinner seating for 5 guests (1/2 table) | $250 | $50 per person x 5 = $250. $50 is based on a $50 dinner (salad, entrée, dessert, and beverage) for 5. |
| **Total Fair Market Value** | **$250** | **Sponsorship level is $1,000. Fair Market Value is $250. Tax-deductible amount is $750.** |