



University of Hawai'i-Mānoa

### RIO FUNDRAISING APPLICATION & FINANCIAL REPORT

1. Name of RIO: \_\_\_\_\_

2. RIO Member in Charge: \_\_\_\_\_

Mailing Address of Member in Charge: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone#: \_\_\_\_\_

3. Date, Time & On-Campus Location of Fundraiser: \_\_\_\_\_

4. Describe Items/Goods/Services to be sold: \_\_\_\_\_

- a. For the serving or sale of food products, complete the "RIO Request to Serve/Sell Food on Campus."
- b. For sales involving outside seller/vendor, complete the "RIO Request to Fundraise with Outside Seller."
- c. For charged events, numbered tickets must be used. Complete the Ticket Sales Accounting section on reverse side. NOTE: Campus Center Information & Ticket Office offers a service to sell tickets on campus. Call 956-7235 for more information.

5. Describe what procedures will be used for: \_\_\_\_\_

- a. If proceeds are to be donated, indicate name of recipient organization/group and a contact person and phone number from recipient organization: \_\_\_\_\_

6. Explain how use of proceeds is consistent with, and/or supportive, of the RIO purposes: \_\_\_\_\_

7. Explain how use of proceeds is consistent with, and/or supportive of, the University's educational mission: \_\_\_\_\_

8. Names of RIO members who will be present during fundraising activities:

- a. \_\_\_\_\_ d. \_\_\_\_\_
- b. \_\_\_\_\_ e. \_\_\_\_\_
- c. \_\_\_\_\_ f. \_\_\_\_\_

9. Copy of RIO's General Excise Tax License or Exemption is: \_\_\_ attached \_\_\_ on file with SLD.

10. Financial institution where RIO "banks": \_\_\_\_\_  
Branch: \_\_\_\_\_ Account #: \_\_\_\_\_

I certify that I have read, reviewed and understand the RIO administrative policies regarding fundraising and that the information disclosed in this application is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of RIO Member in Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of RIO Member in Charge

-----**FOR SLD USE ONLY**-----

**Application Received by:** \_\_\_\_\_

**Date Received:** \_\_\_\_\_

**Application Approved by:** \_\_\_\_\_

**Date Approved:** \_\_\_\_\_

**Completed Financial Report due by:** \_\_\_\_\_

## RIO FUNDRAISING FINANCIAL REPORT

1. Income & Expense: Please complete this section and submit for approval at least 3 weeks prior to the fundraiser. Please itemize and describe all income and expense in space provided:

DESCRIPTION OF ITEMS	ESTIMATED AMOUNT	ACTUAL AMOUNT
INCOME		
TOTAL INCOME		
EXPENSES		
TOTAL EXPENSES		
NET INCOME		

2. Ticket Sales Accounting: Please complete this section for charged events which require numbered tickets. Complete info at end of each date of sale.  
 Total Tickets to be Sold: \_\_\_\_\_ Beginning Number of Tickets: \_\_\_\_\_  
 Ending Number of Tickets: \_\_\_\_\_

DATE(S) OF SALE	BEGIN #	END #	# OF TICKETS SOLD STUDENT/GENERAL	PRICE	TOTAL MONIES RECEIVED

I certify that the information disclosed in this Financial Report is correct to the best of my knowledge:

\_\_\_\_\_  
Signature of RIO Member-in-Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of RIO Member-in-Charge

**-----FOR SLD USE ONLY-----**

REMINDER: Your completed Financial Report with actual amounts is due within ten (10) days of the conclusion of the fundraising activity.

By Date: \_\_\_\_\_.

**RIO FUNDRAISING FINANCIAL REPORT**

3. Income & Expense: Please complete this section and submit for approval at least 3 weeks prior to the fundraiser. Please itemize and describe all income and expense in space provided:

DESCRIPTION OF ITEMS	ESTIMATED AMOUNT	ACTUAL AMOUNT
INCOME		
TOTAL INCOME		
EXPENSES		
TOTAL EXPENSES		
NET INCOME		

4. Ticket Sales Accounting: Please complete this section for charged events which require numbered tickets. Complete info at end of each date of sale.

Total Tickets to be Sold: \_\_\_\_\_ Beginning Number of Tickets: \_\_\_\_\_  
Ending Number of Tickets: \_\_\_\_\_

DATE(S) OF SALE	BEGIN #	END #	# OF TICKETS SOLD STUDENT/GENERAL	PRICE	TOTAL MONIES RECEIVED

I certify that the information disclosed in this Financial Report is correct to the best of my knowledge:

\_\_\_\_\_  
Signature of RIO Member-in-Charge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of RIO Member-in-Charge

-----**FOR SLD USE ONLY**-----  
REMINDER: Your completed Financial Report with actual amounts is due within ten (10) days of the conclusion of the fundraising activity.

By Date: \_\_\_\_\_.