

Online Form Code Requests

Before you publish your online contribution or ticketed event form, you'll need to get your codes approved. Submitting the below online form request will trigger notifications to the applicable code approvers on Finance (for GL, project codes, and fair market value) and Development (for Salesforce campaign codes).

If you aren't sure what the right codes are, enter your best guess (or leave the field blank) and the approvers will follow-up with any questions.

Getting approval can take up to three business days.

Form Type

- Fundraising / Special Event Contribution/Donation Form Center Program or Other Event (Non-Fundraising) Free Event of Any Kind

Notes for Reference

†**A note about Project Codes:** Project codes beginning with 'SE' are required for special events (i.e. events where there's a fair market value associated with the ticket). Non-event pages sometimes use project codes, but most don't, and they're certainly not required.

***A note about Salesforce "Campaigns":** Salesforce campaign codes are required for revenue-generating pages. If you don't care which Salesforce campaign is used, leave the field blank and we will use a default value or pick one for you. Currently Development Services creates all Salesforce campaign codes. For questions, reach out to Hanako Shigenobu.

****A note about Fair Market Value:** For Fundraising events, this is the costs of goods and services provided directly to the donor(s) for each ticket or sponsorship level. The most common source of this amount would be Food & Beverages, Entertainment and other costs which directly benefit the donor(s). If you're not sure what to put here, the Finance approver will reach out after you submit the form.