

Los Angeles Pierce College

Application for Fundraising Activity

APPLICATION FROM

☐ ASO

☐ Academic Depart

☐ Faculty / Staff

☐ Foundation

TRUST ACCOUNT LOCATION

☐ Foundation

☐ Business Office /ASO

Today's date:

Off campus?

Advertising Activity?

Partnering with outside organization?

Event date :

☐ Yes ☐ No

☐ Yes (see item k) ☐ No

☐ Yes (See item h) ☐ No

Before you submit your activity request, please read the procedure in the reverse side

Name of College Organization (e.q. student club name)

The purpose of the event :

Detail description of Fundraising Activity

If fundraising involves advertising, submit unsigned contract for signatures.

Source of funds that will be used for this event :

☐ Fundraising

☐ Donations

☐ Memberships Dues

☐ Other Describe

Using the Strategic Master Plan describe how this event relates to the college's goals.

If using Foundation funds indicate how this event relates to the Foundation Master Plan

Overarching Goal # ____

College Goal # ____

College Objective # ____

← Record the reference numbers from the Strategic Master Plan or justify.

Organizations or individuals that will benefit and the method of distributing the funds raised.

Name of person filling out this application:

Name of individuals who will be actively participating:

1. Print name & Title

Phone Number

1. Print name & Title

Name of individual to contact if different from above:

Name of individuals who will be actively participating:

3. Print name & Title

Phone Number

2. Print name & Title

APPROVERS FOR ASO EVENT

ASO / Club President

Date

ASO / Club Faculty / Staff Advisor

Date

ASO Advisor

Date

V.P of Student Services / Admin Services

Date

APPROVERS FOR COLLEGE / FOUNDATION EVENT

Department Chair / Manager

Date

Dean of School / Division Head

Date

Supervising Vice President

Date

College President

Date

This Fundraising Request Form will be RETURNED if there are no escalated approval signatures, and if the EVENT PLANNING P&L sheet or the approval planning minutes are not attached.

This Fundraising Application must be submitted at least 45 days prior to the event if on-campus and 60 days if off-campus.

Application Procedure

- a) All fundraisers conducted by academic departments must be approved in advance by the Department Chair, School Dean, the supervising Vice President, and College President. In addition the academic department must fill out an application to hold a special event on the campus. Indicate the name of the initiator and contact person of the request.
- b) Collections, solicitations, contributions or donations of money or materials shall not be initiated or accepted without the specific authorization of the College President or designee. Authorized collections, solicitations, contributions or donations shall be conducted in accordance with regulations established by the Chancellor.
- c) All ASO club funds must reside in a Business Office Trust Fund. All fundraisers by ASO clubs must be voted upon in the affirmative by a majority of its members, in a club meeting, and indicated in the minutes. In addition, the club must fill out an application to hold a special event on the campus. The club advisor and club president must sign the minutes.

A copy of the minutes and detailed plans for the fundraiser must be submitted to the Business Office and the ASO Advisor for their approval in order for the event to take place. The detailed plans must include:

- (1) The purpose of the fund raising campaign.
 - (2) Organizations that will participate.
 - (3) Organizations or individuals that will benefit.
 - (4) Method of solicitation or raising of funds.
 - (5) Method of distributing funds raised.
- d) Adequate safeguards for all cash collections, including checks, must be included in the detailed plans. The application must show how the money raised will be used to benefit the operation of the college or its students.
- e) If tickets or items are sold for five dollars (\$5.00) or more, numbered receipts must be issued and delivered to the Business Office, Foundation, or designated individual.
- f) All funds collected will be deposited with the Business Office no later than 48 hours after the event. Deposits in private banks are prohibited. Monies that will ultimately be held in a Foundation Trust will be transferred shortly after deposit is made.
- g) The requester must attach a copy of the pro forma Profit and Loss statement when submitting this fundraising request. At the conclusion of the event an after actions Profit Loss report must be submitted
- h) Before entering into a fund raising campaign with an outside agency, written approval must be obtained from the Chancellor of the District. Refer to Administrative Regulations E-36**
- i) The ASO governing body and the College President or designee must approve all ASO contracts in advance. All contracts must be in writing and contracts are not binding until signed by the College President, Vice President of Administrative Services, the ASO Advisor, the ASO president, and the contracted party.
- j) To obtain approval for an off campus event applicant must include a copy of the contract to be signed along with copies of the field trip documents. If using a source of funds to initiate fundraising please indicate this funding source.
- k) If using advertising for purposes of fundraising, the applicant must comply with Board Rule Chapter 9, Article 13 <http://www.laccd.edu/Board/Documents/BoardRules/Ch.IX-ArticleXIII.pdf> Advertisers cannot be affiliated or endorsed by the District/college (Board Rule 91300.11) and the agreement cannot exceed six months (Board Rule 91300.13). Submit the unsigned advertising contract for approved college signatures.