

Policies and Procedures for College Fundraising Activities

Purpose: The following procedures outline the steps for college department fundraising events and or ASO fundraising activities which generate income for the College

1. General Considerations

- a. All events which involve the process of solicitation, collection, voluntary contribution or donation of money or materials with an expectation of consideration, are considered fundraising¹ activities, and must be approved in advance. Funds which are raised using college resources and or facilities will be considered as fundraising activities.
- b. All fundraisers conducted by academic departments must be approved in advance by the Department Chair / Manager, Dean, supervising area Vice President, and discussed with senior staff prior to approval.
- c. The application for fundraising activities must specify how the money raised will be used to benefit the operation of the college. The decision as to where the funds will be deposited must be decided at the time that the application is filled out. Blank applications will be available in the Business Office, Administrative Services, or on the internet.
- d. An application must be submitted for each fundraising event. Multiple dates for the same fundraiser can be submitted on the same application. The regular application for use of facilities must also be submitted with the fundraising request.
- e. Fundraising events which are associated with an academic program for example Athletics, Dance, Music or Theatre Arts must deposit funds collected by the fundraiser in an approved trust account within 48 hours after the close of the event. Deposits in private bank accounts are prohibited.
- f. All fundraising activities, including college department sponsored and ASO events, must abide by LACCD Administrative Regulations; AO-16, AO -17, AO-24, B-14, S-4, S-5, S-12, and the District Business Office and Accounting Manual. These regulations can be found at: http://www.laccd.edu/admin_regs/
- g. Money which is donated to the college or to the Foundation through fundraising efforts must include a copy of the organization's charter to validate the donation.
- h. Funds raised from private sources for scholarships, endowments, grants or unsolicited donations² may be handled by either the Foundation or the Business Office. ASO funds can only be administered by the Business Office.
- i. Both the Foundation and Business Office shall provide payment within 15 working days, if sufficient funds are available and a valid requisition is submitted.

Definitions:

1 Fundraising – relates to the process of soliciting and gathering voluntary contributions with an expectation of consideration.

2 Donation – relates to an unsolicited gift which is provided without return consideration.

2. On-Campus Fundraising Activities

- a. If conducting an on-campus fundraising activity, a fundraising application must be submitted at least 45 days prior to the event in addition to the regular application for use of facilities.
- b. Funds generated by these events will be deposited into either a Business Office or Foundation trust account. Either location will provide management of these accounts to ensure that the accounts meet their payment obligations as per District policies.
- c. Authorization to use the accounts will be established in advance, and an authorized signature protocol will be maintained at each location.
- d. Consideration will be provided at the Business Office for individuals who must transact large amounts of cash at the window when making a deposit to these accounts.
- e. Use of outside web-based ticket agencies to manage ticket sales for sports and performing arts programs are recommend.

3. Off-Campus Fundraising Activities

- a. If you are considering an off-campus fundraising event in which students will be participating, a Fundraising Application along with a field trip form must be submitted at least 60 days in advance of the event.

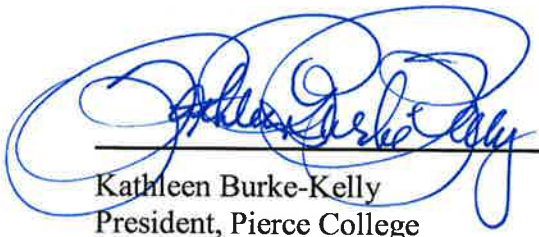
District rules require that each student fill out the form as referenced in the link below. The second link must be filled out by the instructor and sent to the Risk Manager at the District Office – see the instructions on the document each time they depart on a field trip. Athletics normally uses these forms when traveling to off campus events.

http://www.laccd.edu/risk_management/documents/Form_RM_RequestForFieldTripInsuranceRider.pdf

http://www.laccd.edu/risk_management/documents/Form_RM_ExcursionFieldTrip.pdf

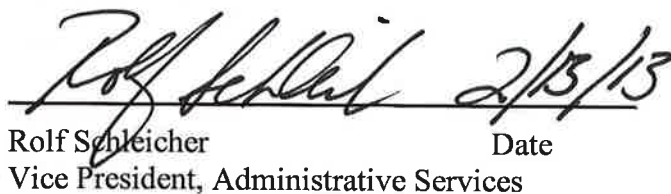
- b. If the off-campus venue requires a contract to be signed by the college, please provide a copy of this document as part of the application.
- c. The procedures as listed in section 2b through 2e are also applicable to this section.

Approved by:


Kathleen Burke-Kelly
President, Pierce College

Date

2/19/2013


Rolf Schleicher
Vice President, Administrative Services

Date

2/13/13

Date: February 12, 2013

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