

Los Angeles Pierce College

Application for Fundraising Activity

APPLICATION FROM

ASO

Academic Depart

Faculty Staff

Foundation

Today's date: _____ Off campus: _____ Partner with outside organization _____
 Event date : _____ Yes No Yes No (See item h)

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

Name of College Organization (i.e student club name) _____

TRUST ACCOUNT LOCATION

Foundation

Business Office /ASO

The purpose of the event :

Detail description of Fundraising Activity

Source of funds which will be used for this event :

Fundraising Donations Memberships Dues

If fund is from Other sources, please describe:

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

Names of individuals who will be actively participating:

1. Print name & Title	2. Print name & Title
3. Print name & Title	4. 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 Servic 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 is not attached.

This Fundraising Application must be submitted at least 45 days if on-campus and 60 days if off-campus days in advance

Application Procedure

- a) All fundraisers conducted by Academic Departments must be approved in advance by the Department Chair, School Dean and the supervising Vice President. In addition the Academic Department must fill out an application to hold a special event on the campus. Indicate where the application is from, and to which account will the raised funds be deposited.
- 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 their 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.

Copy of the minutes and detailed plans of the fundraiser must be submitted to the Business Office or designee 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.
 - 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 designee.
 - 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 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) Off campus events 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.