**CLARK COLLEGE**



**Fundraising and Cash Handling**

**Procedures**

**ASCC Programs & Clubs**

*Effective Date: December 2009*

*Revision Date: August 2013*

# The Purpose of this information:

To establish effective and efficient procedures for the ASCC sponsored clubs and programs which receive money or donations from fundraising events.

# General Guidelines

1. In accordance with *Administrative Procedures Manual,* student clubs and programs are only allowed to fundraise after receiving approval from the Director of Student Life.
2. The Office of Student Life must receive a complete *Fundraising Application* at least fourteen (14) business days prior to the intended event date. Additional information may be required depending on the event.
3. The Office of Student Life will oversee all ASCC club or program fundraising events to ensure compliance with *Administrative Procedures Manual Section 415.007—Student Clubs and Organizations.*
4. The person in-charge (PIC) will be responsible for submitting all documents and be knowledgeable of procedures. They are also responsible for safe keeping of donated items or money.
5. The PIC should have two people managing the cash. One who collects the money and the other who will reconcile then complete the deposit slip.
6. All money must be deposited at Cashier’s Office at the end of the day. If after hours or off campus, the club advisor and/or program director must store cash bag in a secured location and deposited the next business day. This location must be provided to the Office of Student Life.
7. Checks should be made to Clark College and endorsed “Clark College—For Deposit Only” upon receipt.
8. Payment for all expenses will be made by the Office of Student Life after receiving receipts or invoices. Without documentation expenses will not be paid or reimbursed.
9. The club or program will be held responsible for any losses including funds, damage to property, or replacement of any damaged or lost equipment.
10. The PIC will be contacted regarding the approval or denial of the event. The Office of Student Life and the Foundation reserve the right to reject the event in accordance with the college and Foundation policies.

# Fundraising Procedures

1. **Fundraising – Cash**
2. PIC will sign the *Fundraising Application* and take the money to the Cashier’s Office as soon as possible.
3. After depositing the funds, the PIC must return everything to the Office of Student Life.
4. If there are any expenses to be paid, the PIC must submit all required documentation to the Office of Student Life for processing within 48 hours.

# ****Fundraising – Sales of Tickets****

* 1. Follow steps from section 1 above.
  2. When tickets are used as admission they should be pre-numbered and noted on the *Fundraising Application Form*.
  3. All tickets, including sold and not sold, should be accounted for after and not thrown away.
  4. The PIC will reconcile the number of tickets sold and enter this information on the *Fundraising Application Form*.

1. **Fundraising – Sales of Sponsored Products or Merchandise**
   1. Follow steps from section 1 above.
   2. The method of obtaining sponsored products or merchandise should be clearly indicated on the *Fundraising Application Form*. This method of fundraising will also require additional planning and approval time.
   3. On the *Fundraising Application Form*, the PIC should indicate the cost of the sponsored products/merchandises, and the planned sales prices, and estimated proceeds which will be received from selling the products/merchandises.
   4. Once the application is approved, the PIC must obtain a thank-you letter from the Office of Student Life for the business or individual donor which will serve as documentation to the value of the donation for tax purposes.

**Office of Student Life**

**The Office of Student Life may assist you with the event proposal and documentation and help by:**

* **Providing a cash box and bag**
* **Arranging for a change-fund**
* **Paying expenses**
* **Processing your donation**
* **Providing a donation Letter**

# ****Managing Your Funds and Making Donations to Outside Charitable Organizations****

# ***(Additional forms are required – please see the Office of Student Life for assistance)***

1. **Club and Student Programs are funded with Service and Activity (S&A) Fees. These funds may not be used as “Seed Money” for fundraising when the intent will be to donate proceeds to a charitable organization.**
2. **S&A Fees may be used as “Seed Money” if proceeds are for Clark club or program activities or events.**
3. **Student clubs or programs must not provide money directly to the charity organizations. All disbursements must go through the Office of Student Life.**
4. **The PIC is responsible for providing the completed Charitable Donation Form and IRS Tax Exempt Letter for the charity organization, which includes the phone number, address, tax ID, and the contact person.**
5. **It is the responsibly of the PIC to obtain a thank-you letter or receipt from the organization after donating the funds or items. A copy of the letter must be provided to the Office of Student Life.**

**Fundraising Application Form**

*This form must be completed and submitted at least 14 days prior to the proposed event date. Additional time may be required depending on the type of fundraiser. Please contact the Office of student Life for more details.*

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Club/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person In-Charge (PIC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Advisor/Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PIC Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor/Director Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PIC Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor/Director Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Fundraising Event**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Detailed Description** (Type of fundraiser, location, time, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Supplies:** \_\_ Cash Box \_\_ Bank Bag \_\_ Change Fund (Limit $50) \_\_\_ Other

**For Ticket Sales Only** Total number sold: \_\_\_\_\_Price per ticket $ \_\_\_\_\_\_\_ Total Revenue \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cash Deposit:**

Date of Change Fund: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Deposit: \_\_\_\_\_\_\_\_\_\_\_\_\_

Total amount deposited (including Change Fund): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signatures for Verification of above:**

Person in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director/Club Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of Expected Expenses**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office of Student Life Use Only**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_ Date Approved or Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emailed Decision on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any Required Follow Up or Clarification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Student Life Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item Check List:

Deposit Slip \_\_\_ Cash Fund \_\_\_ Expenses \_\_\_ Return Equipment\_\_\_ Deposit \_\_\_Charitable Contribution\_\_\_ Completed Date \_\_\_\_\_