

**Contra Costa Community College District
Contra Costa Community College**

FUNDRAISING FORM

1. This form must be completed in advance of a fundraising event at which funds are collected by CCC-ASU/ICC or individual clubs.
2. This form must be submitted to the Student Life Coordinator in the Student Life Department for approval at least ***two (2) weeks prior to the start of the fundraiser.***
3. Completion of this form does not necessarily indicate permission to proceed with the fundraising event. Fundraising may only begin after this form is approved (with signature) by the Student Life Coordinator.
4. Funds collected must be deposited in the safe by 5 p.m. of each business day money is collected.
Funds may NOT be taken home!
5. Within two (2) weeks after the completion of the fundraiser, a Fundraising Report Form must be submitted to the Student Life Coordinator in the Student Life Department.

Internal Information

Sponsoring Campus Organization: _____

Individual(s) Responsible for Funds:

_____	_____
Full Name	Contact Number
_____	_____
Full Name	Contact Number

FUNDRAISING PROCEDURES

To maximize the college's fundraising efforts, the following procedures shall be followed by any entity associated with Contra Costa Community College for all solicitation activities designed to benefit the college. For the purposes of this procedure, solicitation activities are defined as those that solicit funds from off-campus businesses, individuals, foundations and organizations. Such requests include pledges, cash, corporate sponsorships, securities, items of property, donated services, in-kind donations and deferred or planned gifts.

Any individual, employee or organization affiliated with Contra Costa Community College wishing to solicit contributions in the name of the college shall complete a Fundraising Form. The Student Life Coordinator will determine if the proposed activity helps fulfill the College's role and mission as well as the timeliness of the request in regards to other fundraising efforts. Within two (2) weeks after the completion of any approved activity, a Fundraising Report Form must be completed and submitted to the Student Life Coordinator in the Student Life Department and monies must be disbursed to the specific purpose or club. Those engaging in annual fundraisers may resubmit their Fundraising Form from the prior year with needed updates or changes.

Club Advisor's Signature: _____

Student Life Coordinator's Signature: _____

Office Use Only – 2012 / 2013

Required Information: Approved Not Approved

Fundraiser Form Complete

Club Advisor & Student Life Coordinator Signatures

Student Life Coordinator: _____

Date Received: _____ **Met Documentation Deadline**

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FUNDRAISING FORM

Applicant's Name	Phone Number	Email
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Name of Club	Name of Fundraising Event / Activity
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Start Date: _____

End Date: _____

Start Time: _____

End Time: _____

Types of donations sought (check all that apply):

- Cash
- Equipment (describe) _____
- In-Kind Donations (describe) _____
- Other: _____

\$ Amount/Goal for this Fundraiser: _____

How will the donations you receive benefit the CCC-ASU/ICC or specific club? _____

Who will conduct the activity and how will you proceed? _____

List businesses, organizations, individuals you plan to solicit (you may attach a list):

How do you plan to provide recognition for any donations received (i.e. thank you letters, etc.)?

Club Advisor's Signature: _____

Student Life Coordinator's Signature: _____

Office Use Only – 2012 / 2013

Required Information: Approved Not Approved

Fundraiser Form Complete

Club Advisor & Student Life Coordinator Signatures

Student Life Coordinator: _____

Date Received: _____ **Met Documentation Deadline**