

MT. SAN ANTONIO COLLEGE FOUNDATION
FUND-RAISER PROPOSAL REQUEST FOR STUDENT CLUBS

Program Name: _____

Description of Activity or Event: _____
(Attach Proposed Advertisement, such as Flyer or Ticket)

Purpose of Activity or Event: _____

Proceeds to be Used For: _____

Date of Activity: _____ **Time of Activity: From:** _____ **To:** _____

Location of Activity: _____

Responsible Employee(s): _____ **Phone Number:** _____

Note: A copy of this completed and approved form must be attached to all deposits.

BEFORE THE FUND-RAISER BEGINS

Before the activity begins, review these items and confirm the required items are completed:

1. The following checklist and related requirements in each item as described in the procedures have been reviewed:

Mandatory

- Use of Facilities Request Completed
- Proposed Budget Completed
- Advertised as Fund-raiser
- Receipt Book or other cash handling method established

Optional

- Cash Box Needed (Complete "Request for Change Funds/Cash Box" Form)
- Change Funds Needed (Complete "Request for Change Funds/Cash Box" Form)

DURING THE FUND-RAISER

1. During the activity or event, keep a record of revenue and expense transactions
2. Deposit funds at the end of the day or event, or no later than next business day.
3. Record all donations on the *Donation Information Form*.
4. Ensure all revenue receipts are adequately secured at all times and follow cash handling procedures.

PROPOSED BUDGET

Revenue: Provide a description of items to be sold or potential revenue sources.

	=
	=
	=
	=
Total Revenue:	= \$ -

Expenses: Provide a description of anticipated expenses.

	=
	=
	=
	=
Total Expenses:	= \$ -

Note: Attach a separate sheet if needed.

APPROVALS

Club Advisor:		Signature	Date
Director, Student Life:		Signature	Date
Vice President, Student Services: or Designee (Dean, Student Svcs)		Signature	Date

Note: It is the Clubs responsibility to obtain signatures and return to Fiscal Services.