

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

**SAMPLE**

**Program Name:** Fire Technology Club

**Description of Activity or Event:** Fire Technology Club Car Wash  
*(Attach Proposed Advertisement, such as Flyer or Ticket)*

**Purpose of Activity or Event:** Raise funds for Fire Technology Club Activities

**Proceeds to be Used For:** \_\_\_\_\_

**Date of Activity:** 03/22/13      **Time of Activity:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Location of Activity:** On Campus

**Responsible Employee(s):** Stephen Shull      **Phone Number:** 5144

**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:

- |   |   |
|---|---|
| <p><b><u>Mandatory</u></b></p> <p><input type="checkbox"/> Use of Facilities Request Completed</p> <p><input type="checkbox"/> Proposed Budget Completed</p> <p><input type="checkbox"/> Advertised as Fund-raiser</p> <p><input type="checkbox"/> Receipt Book or other cash handling method established</p> | <p><b><u>Optional</u></b></p> <p><input type="checkbox"/> Cash Box Needed (Complete "Request for Change Funds/Cash Box" Form)</p> <p><input type="checkbox"/> Change Funds Needed (Complete "Request for Change Funds/Cash Box" Form)</p> |
|---|---|

**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.

	=	
<u>Car Wash</u>	=	<u>300.00</u>
	=	
	=	
<b>Total Revenue:</b>	= \$	<b>300.00</b>

**Expenses:** Provide a description of anticipated expenses.

	=	
<u>Supplies</u>	=	<u>50.00</u>
	=	
	=	
<b>Total Expenses:</b>	= \$	<b>50.00</b>

**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.**