



## PROCEDURE

Policy Name:	Fund Generating Events and Activities
Policy Number:	5226
Applicable Code/Law:	

### Procedural Guidelines

1. A fund generating event or activity must be approved prior to commencement of that function by the Director of Student Activities, based on the written recommendation for the event by the advisor for category 1 activities, or, the appropriate person for category 2 activities. A written budget for proposed expenditures and revenues, including the disposition of net proceeds, and an Application for Use of College Facilities (if necessary) shall also be submitted to the Director of Student Activities. When all necessary arrangements including overhead and labor costs have been completed and agreed to by the sponsoring organization, and when all College guidelines have been followed, the Director of Student Activities will approve the project by signing the application. Event requests must be submitted at least two weeks in advance of the planned program. Applicants must allow up to five working days to receive program approval, or denial, from the office of the Director of Student Activities.
2. Funds resulting from the function may be used by the sponsoring student club or activity organization during the fiscal year in which the function was authorized, provided the use of such funds falls within the Fund Revenue Generating Events and Activities 5226 recognized scope of the organization and is consistent with applicable College policies and procedures and state and federal laws.
3. An adequate control procedure for sales and collections for the function shall be developed by the sponsoring organization prior to the commencement of the event, subject to approval by the Business Office. Monies collected shall be deposited with the Cashier's Office and will be credited to the organization's College account. Complimentary tickets are issued only in exchange for documented services.

4. Necessary custodial and security services will be arranged by the Building and Grounds Supervisor C in advance of the program.
5. The club advisor or other designated person will submit an End of Event Report to the Director of Student Activities.
6. The Director of Student Activities will prepare appropriate budget revision forms and submit to the Business Office.