

MORGAN COMMUNITY COLLEGE FUNDRAISING APPROVAL REQUEST

Fundraising Coordinator Name: _____ Date _____
(Club Advisor/Sponsor or College Employee)

Club: _____

Anticipated Date of Fundraiser: _____

Purpose of Form:

Although money received through fundraisers is not direct college funding, employees of the college involved in these activities and the handling of these monies act as stewards of the College. To protect the interest of the students, monies in the custody of the College must be processed with the same controls as college funding. As such, the College Controller/Business Officer must approve the fundraising activity in advance. The College Controller/Business Officer has established guidelines for the handling of cash receipts which fundraising activities must follow.

The College's community supporters are very generous with their support to the College, its clubs, and the College Foundation. As the College does not want to overwhelm the community members and/or businesses with multiple solicitations, the Director of Development needs to be aware of activities where the clubs will be soliciting donations (either monetary or goods) and must approve the solicitations in advance.

Please provide the following information regarding your proposed fundraising activity.

1. How do you plan to raise the funds (candy bar sales, car wash, etc.)? _____

2. Where will the event be held? _____

3. Will you be seeking donations from community members/businesses? ___If so, from whom and how much? _____

4. Which college employees will be involved? Please describe their roles. _____

5. How will the students be involved? Please describe their roles. _____

6. What processes do you have in place to safeguard the receipts and any items of value to be involved in the activity (such as items for sale)? _____

7. Will there be goods purchased that are going to be available for resale during the fundraising event?

By signing below, I acknowledge the following and accept responsibility for ensuring adherence to the guidelines established here and through college procedures for the receipt and use of these funds:

Fundraising Coordinator Signature Date

Student Club Representative Signature Date

Approval of Fundraiser based on adherence to the guidelines established here and through college procedures for the receipt and use of these funds:

Controller/Business Officer Signature Date

Director of Development Signature Date

Student Life Coordinator Signature Date