



## STANDARD OPERATING PROCEDURE

<b>DEPARTMENT:</b>	Business & Admin. Services	<b>TITLE:</b>	Fundraising Guidelines
<b>PURPOSE:</b>	<p>This procedure establishes guidelines for all fund raising activities conducted at Laney College. These guidelines must be carefully followed using the required forms and obtaining the necessary approvals. These guidelines will apply to all departments and programs including faculty advisors, student organization and athletic teams.</p>		
<b>PROCEDURE:</b>	<p>Laney College has established the following fundraising requirements:</p> <ol style="list-style-type: none"> <li>A. Any fundraising activity occurring in the name of Laney College must be approved through the President’s Office. No advertising, commitments to vendors, collection of funds or disbursement of funds may occur without a complete and approved <b>Fundraiser – Accounting Form (FAF)</b> (Exhibit No.1). This form will include particulars regarding the estimated and actual cost revenue and profit from the fundraising event.</li> <li>B. Use the “Establishing a Trust Account” form, Exhibit No. 2 to set up a Trust Account.</li> <li>C. Student organizations holding fundraising event must have a club constitution, bylaws, and club roster on file with Laney College Student Activities.</li> <li>D. A college staff member must be named to assume the responsibility for ensuring the completion of all procedures contained herein.</li> <li>E. All proceeds and expenditures related to the fundraising activity or event must be processed through the Laney College Bursar’s Office. Any questions related to fundraising should be discussed with your Division Dean. Any further clarification should be referred to the Business Office.</li> <li>F. Any fundraising activity involving the sale of food must adhere to the Recommended Food Handling Guidelines provided by the County of Alameda. Any group in violation of this requirement will not be permitted to sponsor any future fundraising events involving food sales.</li> </ol> <p><b>1. PROCEDURES:</b></p> <ol style="list-style-type: none"> <li>A. <b>Summary of Important Steps</b> – Fundraising is hard work and requires time and effort from the members of the group to achieve the goal. To be successful in the fundraising activity, planning and completion of the following is very important:           <ul style="list-style-type: none"> <li>• Allow plenty of pre-planning time.</li> <li>• In advance of the event, prepare the budget and secure approvals.</li> <li>• Determine the activity or events goal early in the process</li> </ul> </li> </ol>		



- Ensure that adequate volunteers have been assigned to the event.
  - Consider, in advance, the deadlines for facility reservation, insurance, equipment need, supply purchases, and publicity.
  - Make sure that sufficient “set-up” funds are pre-acquired to cover fundraising expenses.
  - If ticket sales are part of a Fundraising activities use Cash Recent Record Form (Exhibit No. 3)
- To further assist you, see “Summary of Responsibilities” on pages 9 & 10.

### **B. Approval Procedures**

1. Submitting a complete **Fundraiser – Accounting Form (AFA)** to the responsible Faculty Advisor and then the appropriate Dean/Manager for approval begins the application process for fundraising activities. If a campus facility will be used, this request needs to be submitted to the Facilities Office within 6 working days prior to the activity or event. Activities that are ongoing will require approval each school year. Approval will be considered when the activity meets the following criteria:
  - a. Provides significant positive value to the quality of campus student life.
  - b. Is not in competition with vendors holding current college-wide contracts.
  - c. It is not duplicative of goods and/or services currently available through established on-campus sources.
  - d. Is not considered obscene as defined by community standards.
  - e. Is not for products or services that undermine the integrity of the college.
  - f. Has the appropriate approval for trademark and/or licensing.
2. Student Affairs – Club members need to fill-out a **Fundraising Accounting Form** (Exhibit No. 1) stating the particulars of the fundraising event. This form when approved by the faculty advisor will trigger a request for the use of campus facility (if needed) with the Facilities Use Calendar. It is only when these requests are approved that the FAF is prepared for facility advisor and Dean’s approval.
3. Once approved by the Faculty Advisor and the appropriate Dean/Manager, the **FAF** is sent to the Business Office where the original copy is maintained and copies provided to the faculty advisor and/or the Dean.
4. Reserving campus facilities – You can reserve campus facilities directly by referring to **Application for use of Facilities**. This Facilities Calendar requires that all requests for the use of campus facilities be requested within two (2) weeks prior to the event.

- C. Cash Handling Procedures** – Each college department and section should have separate detailed procedures consistent with the requirements stated as follows:

#### Accountability for Cash Receipts

The department/section will be responsible for maintaining related documentation in order



to validate the cash collection efforts. The following steps will be complete:

- Prepare a separate folder for each cash collection activity.
- Prepare and include a reasonable description of the event including dates, names and purpose.
- Include all related evidence of cash collection such as receipts, tickets, check subs, etc.
- Include a copy of the reconciliation of cash collected to receipts, tickets, etc. Include the name(s) of the person(s) performing the reconciliation and the date.

Receiving and Recording Cash – For the fundraising event, cash is defined as currency or checks.

1. Prepare the pre-numbered receipt books or tickets to be used for the event.
2. As cash or checks are received, a receipt or a ticket will be issued with a duplicate retained for reconciliation purposes. This includes sponsorship events like, “Adopt a team member”. All checks should be made payable to the college or District. The fund account where the check should be signed by the department representative assigned to this task.

Reconciliation – It is preferred that the person performing the reconciliation be other than those involved in the cash collection process.

- Cash received will be balanced to the receipts and/or tickets.
- A report showing an overage or shortage of funds should be prepared and included in the documentation. A copy will need to be provided when funds are deposited with the Bursar.
- All cash deposits made with the Bursar should be reconciled to the balance reflected in the Banner System. Any difference should be investigated and explained.

Depositing Cash – This should be done as early as possible preferably on the same business day.

- All cash receipts must be deposited with the Bursar on the same day, if possible. No outside account should be maintained for accountability purposes.
- The cash receipts must be deposited intact. Cash receipts should not be offset against miscellaneous expenditures.
- The amount deposited should include any overage or shortage identified (if applicable).

Safeguarding Cash – Cash held overnight should be minimized.

- Cash should be kept in a locked safe or other secure facility.
- Combinations or keys to safes or other cash storage facilities should be restricted. These should be changed whenever personnel given custody of the keys or have knowledge of the combination is separated from service.

Training



- Departments should ensure that employees assigned with cash handling responsibilities receive the appropriate training and are familiar with overall college/District procedures.

Updating Procedures

- Written procedures should be updated on a regular basis and provided to employee with cash handling responsibilities.

**5. NON-COMPLIANCE**

Non-compliance with the stated guidelines and procedures could result in the implementation of one or more of the following measures:

- Written notification to supervisor
- Freezing of the Bursar account
- Ban from future fundraising

**6. ADDITIONAL INFORMATION:**

**A. Opportunity Drawings**

The College may legally give door prizes, generally as a promotion to encourage people to attend an event. A purchase of an event ticket may include a “free chance” to win a prize. This “free chance” to win allows other door prizes or drawing tickets to be sold at the event.

Holding such events should follow the following guidelines:

1. An Opportunity Drawing must be conducted only in connection with an event.
2. A free ticket must be provided to all participants attending. Event organizers must ensure that each ticket is sold with a detachable coupon or stub, and both tickets and associated stub, coupon or ticket should be included in the group where the winning numbers will be drawn in a fair and equitable manner.
3. There will be no reference to the word “raffle” on the tickets or any advertising of an event.
4. Organizers should clearly advertise the purpose for the drawing and no “donations” are required to participate. However, voluntary donation will be accepted.
5. Funds collected for these drawings should be properly accounted for, safeguarded, deposited, and supporting documents maintained under the prescribed cash handling procedures.
6. Organizers directly responsible for the Opportunity Drawings should disqualify themselves from participating.

**B. Food Sales**

All food event sold on campus must be proved by the campus College Food Service Department.  
No home-prepared food may be sold on campus under any circumstance.

**C. Donation** - At times, a fundraising event can lead to a generous donation from certain individuals. These donations are subject to Board of Trustees and **Administrative Policy 6.35 –**



**Donations.** It should be presented to the College President for handling and presentation to the Board for formal acceptance and a formula acknowledgement will be made in a letter to the donor.

**D. Insurance** – Any vendor coming on the campus to provide a service, or sell a product is required to provide a certificate of liability insurance policy for \$1 million. The certificate of insurance must also contain language that names Laney College as an additional insured entity. The sponsoring organization must ensure that a copy of the insurance certificate is provided to the Business Office.

**A. Posting on Campus** – Recognized student organizations, departments, and offices at the College, and members of the college community may place posters only in approved areas. All posting of printed materials requires the approval of the Student Activities Office. Appropriate campus employees will remove unauthorized banners, signs, or posters.



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<b>DEPARTMENT:</b> Business & Admin. Services		<b>TITLE:</b> Fundraising Guidelines	
<b>KEY WORDS</b>			
<p>Donations</p> <p>Fundraising</p> <p>Trust Accounts</p>			
<b>DEFINITIONS AND ABBREVIATIONS</b>			
<p><b>2. DEFINITIONS:</b></p> <p>B. <u>Education Code 76060</u> – This code authorizes fundraising activities by the student body of community college</p> <p>C. <u>Education code 82542</u> – This code authorizes fundraising when fees changed or when contributions solicited are expended for the welfare of the students of the district.</p> <p>D. <u>Fundraiser – accounting form</u> – This form is the controlling document for all fundraising</p>			
<b>RESOURCES</b>			
<p>Education Code 76060</p> <p>Education code 82542</p> <p>Fundraiser – accounting form</p>			
<b>Last Edits:</b>			
<b>Responsible:</b>		<b>Approved by:</b>	
<b>Date for Review:</b>		<b>File Ref:</b>	
<b>Previous Titles:</b>			