



Las Positas College Student Life Fundraising Proposal

A completed fundraising proposal and fundraiser flyer must be completed and submitted to *Josué Hernández*, Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu for approval prior to all fundraising activities. Fundraiser without approval may be penalized.

Club Name: _____
Club Advisor: _____ Advisor's e-mail: _____

Purpose & Description of the fundraising activity: *(Note: You are restricted from collecting donations for outside organizations)*

Estimated expenses: _____ Estimated revenue: _____ Date and Day of Event: _____
Location: _____ Start Time: _____ End Time: _____

Has one or more of the Club officers or the advisor affiliated with this fundraiser received complete training conducted by the Program Coordinator for Student Life and Leadership or designee on college procedures, including hosting activities, event coordination, and financial matters? Yes ___ No ___

Name: _____ Date: _____

Will the cash handling responsibilities be assigned to a specific person(s) who understands the basic money handling requirements and is available for handling cash for this event (preferably an advisor)? Yes ___ No ___

Name: _____ Date: _____

Who will be responsible for turning in the money to the Administrative Services Office at the end of the event (preferably an advisor)? *Reminder that money cannot be left unattended overnight, even when the event is held for more than one day. If the LPC Administrative Services Office is closed at the end of the day, money should be taken to the Campus Safety & Security Office.

Name: _____ Date: _____

By signing this fundraising proposal,

- I acknowledge that any LPC Student Life entity willfully and knowingly violating any LPC Student Life Policies and Procedures or budget guidelines may have its funds frozen immediately. The entity may also be placed on inactive status, and student(s) involved may be referred to the Student Discipline Officer.
- I verify that I have read and will observe the Las Positas College Administrative Services Office [Deposits: Collecting Money for Dues, Fundraisers, and More](#) and the Student Life Policies and Procedures Handbook guidelines for fundraising.
- I will help ensure that the following items are completed and submitted to the Program Coordinator of Student Life and Leadership no more than ten (10) business days after the fundraising event.
 1. A completed Las Positas College Student Life Money Handing Checklist and Acknowledgment form for each money handler for the event.
 2. A completed Student Life Fundraising Money Collection Form.
 3. A copy(s) of an event flyers/social media posts/website posts/event signage clearing specifying the dates, times, and the reason for the fundraiser.
 4. A copy of all submission and deposit slips received from the Administrative Services Office.

Club Officer Name: _____ Signature: _____ Date _____
Club Advisor Name: _____ Signature: _____ Date _____

For Office Use Only		
Program Coordinator of Student Life and Leadership: _____		
<i>Signature</i>	<i>Date</i>	
Is an appointment with the Student Life entity advisor and/or officer required? No _____ Yes _____		
_____	_____	_____
Name	Date	Time