



Associated Students of Gavilan College **Campus Club Fundraiser Policy**

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Because California Education Code section 76062 allows governing boards, such as the Associated Student Body (ASGC) Senate, to authorize student body organizations to conduct fundraising activities, all Gavilan College Campus Clubs are required to complete a **Fundraiser Approval Process**. Fundraising events should contribute to the educational experience and should not conflict with the school's educational program. Students should participate and make contributions to fundraising events voluntarily. Students cannot be required to participate in fundraising events, and cannot be excluded from an activity funded by ASGC funds because they did not participate in raising funds. In addition, fundraising proceeds cannot be attributed to specific students based on what they raised. The funds are raised to benefit the entire club or student group, not individual students.

Typically Allowed Fundraising Events and Revenues

- Athletic events
- Concession sales outside the school day
- Entertainment
- Advertising
- Publications
- Student stores
- Cultural events/international fairs
- Limited food and beverage sales
- Vending machines
- Car washes
- Book fairs
- Dances
- Merchandise sales
- Scholarships and trusts
- Gifts and grants
- Interest earned
- Sale of surplus items
- Donation drives

Fundraiser Event Approval Process

Clubs may not engage in fundraising activities until the **Fundraiser Approval Process** has been completed. The Fundraiser Event Process may take up to two weeks so plan accordingly. The approval process requires the following steps:

1. A completed **Fundraiser Approval Request Form** must be submitted electronically by the club president & advisor to the ASGC VP of Clubs asgcvpclubs@my.gavilan.edu & Coordinator of Student Life & Engagement (jmartin@gavilan.edu).
 - a. If the position of ASGC VP of Clubs is vacant, the **Fundraiser Approval Request Form** must be submitted to the ASGC President at asgcpres@my.gavilan.edu and the Coordinator of Student Life & Engagement (jmartin@gavilan.edu).
2. If a club is using a college facility either indoors or outdoors, your advisor must request the use of the space on [Facilitron](#). The Facilitron request must be approved before the fundraiser can take place there. If your advisor does not have access to Facilitron, have them contact [Michelle](#)

- [Manrubia](#), Events and Campus Operations Analyst to request a space and make your reservation.
3. The ASGC VP of Clubs will seek appropriate signatures of approval.
 4. Once approved, the club advisor & president will be notified.
 5. The ASGC VP of Clubs will submit a list of approved **Fundraiser Approval Requests** to both ASGC and ICC for inclusion in the next available meeting as an information item.
 6. Approved fundraisers will be posted on the ICC website.

Scheduling Fundraising Events

Scheduling fundraising events requires review, management and coordination by the ASGC VP of Clubs and Coordinator of Student Life. Clubs on campus need to know which fundraising events are currently scheduled before requesting permission to embark on fundraisers to ensure conflicts do not occur in timing or type with other campus clubs. Current fundraisers are listed on the [ICC Events Calendar webpage](#).

Fundraiser Financial Activity for the Sale of Items

Student organizations are required to have adequate internal controls over fundraising events. Thus, Gavilan College campus clubs must utilize a receipt book at every fundraising event. The receipt book will be provided to each club advisor by the ASGC VP of Clubs or the ASGC Advisor for each fundraising event and should be returned once the event has taken place.

If you will need a cash box or credit card machine from the business office for your event, contact [Thin Nguyen](#), Senior Accountant.

Club advisors should complete the following steps to keep track of the collection of cash/checks:

1. Complete a receipt for every item sold.
 - a. Original receipt is given to purchaser/client.
 - b. Yellow copy of receipt is submitted to the Gavilan College Business Office.
 - c. Pink copy of receipt must remain in the receipt book for club records.
2. Count cash and/or checks received and ensure that cash/checks match the amount in the receipt book.
3. Complete [Daily Collection Form](#)
4. Submit the following documents to the Gavilan College Business Office:
 - a. Daily Collection Form.
 - b. Yellow copy of receipts collected during the fundraising event.
 - c. Cash/checks received.

Fundraiser Financial Activity for Restaurant Sales (e.g., Pizza Place, Jamba Juice, Starbucks, etc.)

Clubs are responsible for coordinating fundraisers directly with the restaurant. Restaurant sales require the following steps:

1. The restaurant giving a percentage of the sales to the campus club must write a check directly to Gavilan College and include the **club name in the memo section**.
2. The restaurant can either give the check to the campus club or mail the check directly to Gavilan College attention Business Office.
3. In the event that campus clubs are given a check by the restaurant, the club must complete a daily collection form (located on the ASGC website under ASGC forms) and deliver the form along with the check to the Gavilan College Business Office for deposit into their club account.

Campus clubs that do not follow the Gavilan College ASGC Fundraiser Policy will not be allowed to conduct future fundraising for the remainder of the semester.