



Associated Students of Gavilan College Campus Club Fundraiser Policy



Student Center • 5055 Santa Teresa Blvd. Gilroy, CA 95020 • (408) 848-4777

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.

The following fundraising events are permitted:

- Advertising
- Book fairs
- Concession sales
- Cultural events/international fairs
- Dances
- Entertainment
- Limited food sales
- Merchandise sales
- Publications
- Restaurants/Food Establishments
- Scholarships and trusts

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 three weeks so plan accordingly. The approval process requires the following steps:

1. A completed **Fundraiser Approval Request Form** (located on the ASGC website under ASGC forms) must be submitted electronically by the club advisor to the ASGC VP of Clubs asgcvpclubs@my.gavilan.edu and Office of Student Life (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 Office of Student Life (jmartin@gavilan.edu)
2. If a club is using a college facility either indoors or outdoors, a facility use form **must** be included with the fundraiser request and have been submitted to facilities for approval. This form can be found on the club forms page.
 - a. Clubs may not engage in fundraising activities until both the facilities use form and the fundraiser form have been approved.
3. The ASGC VP of Clubs will seek appropriate signatures of approval.
4. Once approved, the club advisor will be notified.
5. The ASGC VP of Clubs will submit a list of approved **Fundraiser Approval Requests** to both the Senate and ICC for inclusion in the next available meeting as an information item.
6. Approved fundraisers will be posted on the ASGC Inter-Club Council [webpage](#).

Scheduling Fundraising Events

Scheduling fundraising events requires review, management and coordination by the ASGC VP of Clubs, Office 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 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. The receipt book will be kept by club advisors until the club becomes inactive. Inactive clubs must return receipt books to the ASGC VP of Clubs or ASGC advisor. 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** (located on the ICC website under Club forms).
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., Jamba Juice, Tea Leaf, etc.)

Clubs are responsible for coordinating fundraiser 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.