

SOLICITATIONS AND FUNDRAISING

FI
(REGULATION)

Guidelines for fund-raising activities are as follows: (See also FI (Exhibit) for additional information).

1. All solicitations and fundraising projects must be within the scope of existing College regulations.
2. Organizations must use all proceeds in furthering the program of the organization, in supporting other nonprofit, educational organizations, and/or donating to scholarship funds.
3. Approval from the President or his/her designee for fund-raising activities must be received prior to publicity of the activity or the activity itself.
4. All fundraising activities must render a service or a product.
5. Groups must carefully avoid competition with all other organizations of the College and the College District having similar fundraising projects.
6. All proceeds of a solicitation or fundraising project must be deposited in the Business Office of College of the Mainland in order to ensure an accurate record of receipts and disbursements. The signature of the approved advisor and official representative for the organization is required for any and all disbursements from the account.
7. Following the conclusion of the project, a report including total funds raised and the approximate number of persons contributing will be submitted to the chief financial officer or designee.