

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: FUND-RAISING ACTIVITIES	Original Issue Date: 1996	Policy #: 840
	Supersedes: September 10, 2009	Effective Date: July 12, 2012
Committees Consulted: Dean, Administrative & Student Services School of Nursing Faculty Advisors	Reviewed & Approved by: College Operations College Planning	Approved by: Provost, College of Nursing and Allied Health (Signature on File)

PURPOSE:

To ensure fund-raising activities are sanctioned by the College and adhere to County fund-raising policies

Definition:

Fund-raising includes activities/events to raise money for student activities, departments, or the College.

POLICY:

Fund-raising activities must receive prior approval

- County ordinance forbids soliciting or selling on County property without approval
- Date(s) for a fund-raising activity may not conflict with any other similar activity by another group
- Fund-raising may only be conducted at approved sites
- Events held on Medical Center hospital grounds require Medical Center approval
- The word "DONATION" is to be used instead of "fund-raising".

PROCEDURE:

Student Fund Raising

Class/organization officers:

- Obtain Request for Approval of Fund Raising Event forms from the class advisor:
 - Request for Approval of Fund Raising Event
 - Employee Involvement (form IA)
 - Service Request (form IB)
- Complete the forms and attach draft advertisement of event:
 - Obtain signature of class officer/event organizer on Request for Approval of Fund Raising Event (sign as signature group)
 - Obtain signature of Class Advisor (sign as organization representative)
 - Complete forms 1A and 1B if applicable
 - Submit the completed forms to Room 123, Administration Building, Attention: Staff Assistant a minimum of 30 days in advance of intended event
- Request electronic distribution of flyer and provide distributor with copy of signed approval form

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- Comply with the following mandatory rules:
 - No advertising until receipt of approval
 - Advertise on designated bulletin boards only. Advertising in other areas is prohibited without prior approval
 - The sponsoring class/organization is responsible for preparation and cleanup for each activity
 - ✓ College furniture is not to be removed from classrooms without prior authorization
- Submit completed Fund Raising Activities Results Report to Class Advisors for review and to Staff Assistant for filing within five days after date of activity
 - Delinquent reports may result in revoking of further fund-raising privileges.

Faculty and Staff Fund Raising

Faculty and Staff:

- Obtain approval from their immediate supervisor
- Complete and submit to Staff Assistant:
 - Request for Approval of Fund Raising Event form 30 days prior to event
 - Fund Raising Activities Results Report five days after event.

Staff Assistant:

- Submits completed Request for Approval of Fund Raising Event to Provost/designee for approval within two days of receipt (sign Support Services Director/designee line)
- Notifies faculty advisors, if indicated and requestor of approval status a minimum of 10 days prior to the event
- Maintains file of Fund Raising Activities Reports for a minimum of five years after the event.

PROCEDURE DOCUMENTATION:

Request for Approval of Fund Raising Event (Network form)
Fund-Raising Activity Results Report

REFERENCES:

DHS Policy #742: Solicitation by DHS Employees
Network Policy #177: Fund-Raising Events

REVISION DATES:

1996
August 8, 2003
January 20, 2006
September 10, 2009
July 12, 2012