

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

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Subject: FUND-RAISING ACTIVITIES	Original Issue Date: 1996	Policy #: 840	
	Supersedes: January 20, 2006	Effective Date: September 10, 2009	
Committees Consulted: Dean, Administrative & Student Services School of Nursing Faculty Advisors	Reviewed & Approved by: College Operations College Planning	Approved by: (Signature on File) Provost, College of Nursing and Allied Health	

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 for fund-raising.

PROCEDURE:

Students

Class/organization officers will:

- 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
 - Obtain signatures of two class officers/event organizers on Request for Approval of Fund Raising Event (signature group)
 - Obtain signature of class advisor (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
- Comply with the following mandatory rules:
 - No advertising until receipt of approval
 - Advertising is restricted to designated bulletin boards. Advertising in other areas is prohibited.

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- The sponsoring class 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 Staff Assistant within five days after date of activity
 - Delinquent reports of activities can result in the revoking of further fund-raising privileges.

Faculty and Staff

Faculty and Staff will:

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

Staff Assistant will:

- Submit completed Request for Approval of Fund Raising Event to Provost/designee for approval within two days of receipt (sign Support Services Director/designee line)
- Notify class officers and faculty advisors of approval status a minimum of 10 days prior to the event
- Maintain file of Fund Raising Activities Reports for a minimum of five years after the event.

PROCEDURE DOCUMENTATION:

Request for Approval of Fund Raising Event
Fund-Raising Activity Results Report

REFERENCES:

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