

# LAC+USC HEALTHCARE NETWORK

## COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE

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Subject: <b>FUND-RAISING ACTIVITIES</b>		Original Issue Date: 1996	Policy #: <b>840</b>
		Supersedes: August 8, 2003	Effective Date: January 20, 2006
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
- The word "DONATION" is to be used for fund-raising.

### **PROCEDURE:**

#### **Students**

Class/organization officers will:

- Obtain Fund-Raising/Special Event Request form from the class advisor
- Complete the form
  - Obtain signatures of two class officers/event organizers and approval of class advisor
  - Submit the completed form to Room 123, Administration Building, Attention: Staff Assistant a minimum of 60 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.
  - The sponsoring class is responsible for preparation and cleanup for each activity.
    - ✓ College furniture is not to be removed from classrooms without prior authorization.
- Complete a Report of Results of Activity form within five days after date of activity

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- 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 sign the Fund-Raising/Special Event Request form

**PROCEDURE DOCUMENTATION:**

Fund-Raising/Special Event Request  
Report of Results of Fund-Raising Activity

**REFERENCES:**

DHS Policy #146: Fund-raising Events in Department Facilities  
DHS Policy #742: Solicitation