SOUTHWESTERN COLLEGE FOUNDATION MEETING AGENDA

Tuesday, March 19, 2013 ♦ 7:30 a.m. — 8:30 a.m. LOCATION: ROOM L238 North

- 1. WELCOME / CALL TO ORDER Ben Green
- 2. APPROVAL OF MINUTES ACTION (Enclosure) Ben Green
 - A. February 26, 2013
- 3. TREASURERS REPORT Information (Enclosures) David Hoffman
 - A. UBS Investment Account Report Richard Ina, UBS Representative
 - B. Financial Report David Hoffman
- 4. REPORTS Ben Green
 - A. Fundraising Committee
 - Spring Golf Tournament Patti Finnegan
 - o Agreement with Sycuan
 - Gala 2013 Melyn Acasio
 - B. Request for Funds Committee (Enclosure) Joe Martinez
 - Funding Report for FY 2012-13
 - New RFF Procedures Marketing Campaign
- 5. GOVERNING BOARD REPORT Humberto Peraza
- 6. SUPERINTENDENT/PRESIDENT REPORT Melinda Nish, Ed.D.
- 7. ADJOURNMENT Ben Green

Next meeting date: April 23, 2013

Upcoming Events:

Educational Master Plan Study Session – March 20, 2013 Athletics Hall of Fame Banquet – April 27, 2013 SODA/Student Awards Ceremony – May 14, 2013 Graduation – May 24, 2013

Item #2.A 2/26/13 Minutes

SOUTHWESTERN COLLEGE FOUNDATION MEETING MINUTES

Tuesday, February 26, 2013 ♦ 7:30 a.m. – 8:30 a.m.

Present: Ben Green, Linda Gilstrap, Patti Finnegan, Jean Roesch, Melinda Nish, Humberto Peraza, Melyn Acasio, Joe Martinez, Kimberly Paul, Chayo Moreno, and Cynthia Reyna.

Absent: Dukie Valderrama, Mitch Thompson, Jesse Navarro, David Hoffman, Ruben Garcia, Holly Hidinger, and Hank Murphy

Recorder: Dawn Perez

WELCOME / CALL TO ORDER - Ben Green 1.

President Green called the meeting to order at 7:40 am and welcomed everyone.

APPROVAL OF MINUTES - ACTION (Enclosure) - Ben Green 2.

A. Motion made by Patti Finnegan, seconded by Melyn Acasio and unanimously approved to approve the minutes for January 22, 2013.

REQUEST FOR FUNDS – ACTION (Enclosures) – Hank Murphy and/or Joe Martinez 3.

- A. Requests for Funds Summary Action Joe Martinez explained the process that was used in prioritizing the requests currently before us as well as requests that we expect to be before us, and what has already been funded this year and the funding priority category assigned to the different requests. Recommendations from the RFF committee as follows:
 - Increase funding \$9,000 for a total allocation for this fiscal year of \$30,000. Motion made by Patti Finnegan, seconded by Kimberly Paul, unanimously approved.
 - Allocate an additional \$2,500 to SODA bringing the approved funding level to \$12,500. Motion made by Joe Martinez, seconded by Melyn Acasio, unanimously approved.
 - Fund the following four requests at 90% of the amount asked for. Motion made by Joe Martinez, seconded by Chayo Moreno, unanimously approved.
 - SWC Sun in the amount of \$6,750
 - Architecture Club Design Village Competition in the amount of \$1,800
 - o Guest Writers Series in the amount of \$900
 - Athletic Hall of Fame in the amount of \$160 (@ 100% of amount requested)

Discussion took place about the need to fund community events and have an opportunity to network in the community and show a presence. Many directors expressed the need to set aside at least 10% of the funding allocation to be used to support community events. This is necessary to our efforts to fundraise. Discussion also surrounded the need to fundraise through other avenues in addition to special events (gala and golf tournament) such as a membership/annual/corporate drive. At the May 2013 meeting the RFF Committee will bring forward a recommendation how to distribute the funding allocation for next year.

TREASURERS REPORT – (Enclosure) - David Hoffman 4.

A. Financial Report - David Hoffman The financial report was presented by Ben Green. He explained the new report format that he worked with Alma to create in an effort to have a clearer, easier to understand report.

REPORTS - Ben Green 5

- A. Fundraising Committee
 - Volunteer to chair Fundraising Committee
 - Spring Golf Tournament Patti Finnegan
 - Budget She asked each director to bring in at least one foursome. She also reported that Dukie and Jessie have agreed to oversee the auction/raffle. All of the collateral materials will be emailed to everyone. Thanks again to Hank Murphy and Sycuan for their very generous support.
 - Gala 2013 Melyn Acasio

- o Consensus was reached to hold the Gala on September 21, 2013 at the SWC campus.
- 6. **GOVERNING BOARD REPORT Humberto Peraza**Trustee Peraza reported that negotiations continue with the faculty and he is confident that additional funds will be forthcoming.
- 7. SUPERINTENDENT/PRESIDENT REPORT Melinda Nish, Ed.D.

 Dr. Nish thanked everyone for supporting the Sun. She also reported that the Accreditation team responded to the college's mid-term report very favorably. They did, however, ask for a special report on the findings of the Grand Jury. We do expect a visit from the Accreditation team, most likely over the summer. Regarding the budget, we are expecting additional funding, however, we won't know for certain until the May revise is out. We are continuing to cut costs. Also in the budget is a proposal to shift Adult Education from K-12 to community colleges. Dr. Nish has had some preliminary conversations with Sweetwater Union High School District's Superintendent about this.

 Approximately 130 attended our community forum for our Facilities Master Plan. You are invited to the March 20th open meeting for review of the Master Plan. She informed them of what is being proposed for the corner lot.
- 8. UPCOMING EVENTS Ben Green
 - Brown Act training, February 27 @ 6:30 p.m.
- ADJOURNMENT Ben Green
 The meeting was adjourned at 9:04 a.m.

Item #3.B Financial Report February 28, 2013

SOUTHWESTERN COLLEGE FOUNDATION

Statement of Financial Position February 28, 2013 (UNAUDITED)

ASSETS

Checking/Savings Operating Account Money Market Account Total Checking/Savings	\$	77,854.18 35,947.11	\$	113,801.29	
Pledges Receivable		20.00		20.00	
Other Assets Marketable Securities Unrestricted Temporarily Restricted Total Marketable Securities	٠.	155,570.57 654,327.35			
Total Other Assets				809,897.92	
TOTAL ASSETS					\$ 923,719.21
	LIABI	LITIES & NET ASSET	rs		·
Other Current Liabilities Due to Southwestern College Community Outreach Total Current Liabilities	\$ \$	9,101.00 2,462.10 11,563.10	đ,	11 5/2 10	
Total Liabilities			\$	11,563.10	
Net Assets Temp. Restricted Net Assets Unrestricted Net Assets Net Income Total Equity		646,075.00 159,235.42 106,845.69		912,156.11	
TOTAL LIABILITIES & NET ASSETS					\$ 923,719.21

SOUTHWESTERN COLLEGE FOUNDATION Profit & Loss

For The Eight Months Ended February 28, 2013 (UNAUDITED)

	February'13	Year-to-Date
Ordinary Income/Expense		
Dividend/Interest - Unrestricted	1,054.00	13,428.30
Dividend/Interest - Restricted	454.09	5,785.86
Realized gain/loss · Unrestricted	-713.29	-1,485.14
Realized gain/loss · Temporarily Restricted	1,505.38	42,920.18
Direct Public Contributions- Temporarily Rest.	12,506.00	46,240.40
Direct Public Contributions- Unrestricted	1,728.78	7,664.78
2012 Gala Scholarship Income:	0.00	83,280.50
Total Income	16,534.96	197,834.88
Gross Profit	16,534.96	197,834.88
Expenses		
On-Going Financial Comm. (Agreements)	0.00	11,550.00
Raised the Paddle	0.00	99.95
Bank Fees - Merchant Service	0.00	6,250.00
Campus Activities/Events	2,736.00	9,136.00
Outside Services	0.00	250.00
Stipends	0.00	475.00
Community Events	0.00	984.27
Hospitality	0.00	90.00
Postage	0.00	91.49
Supplies Tayon and Food	0.00	80.00
Taxes and Fees Investment Expense	-53.67	6,902.82
Conference, Conventions, Meetings	0.00	510.00
Total Gala 2012 Expenses	0.00	54,569.66
10tai Gaia 2012 Expenses	2,682.33	90,989.19
Total Expense	13,852.63	106,845.69
Net Ordinary Income	15,652.05	
Net Income	13,852.63	106,845.69

	WHILE	SOUTHWESTERN COLLEGE FOUNDATION	UNDATION			
	HON	02/01/13 - 02/28/13				
	Account Name	Fair Market Value as of February 1, 2013	Inflow	Outflow	Gain/(Loss)	Fair Market Value as of Feb. 28, 2013
Unrestrict	Unrestricted Funds Accounts					
		\$155 182 19	\$53.67	\$6.00	\$340.71	\$155,570.57
	UBS Brokerage Accounts	\$37,472.71	\$1,734.78	\$2,736.00	\$0.00	\$36,471.49
	Wells Fargo Checking	\$35,944.73	\$2.38	\$0.00	\$0.00	\$35,947.11
	Wells Fargo Savings					
		\$228.599.63	\$1,790.83	\$2,742.00	\$340.71	\$227,989.17
	Sub-1 otals					
Temporar	Temporarily Restricted Funds Accounts					
	UBS Brokerage Account (See Attachment for Scholarship Funds Breakdown)	\$652,364.26	\$6.00	\$0.00	\$1,957.09	\$654,327.35
	Wells Fargo Checking (See Attachment for Pilot Program Accounts Breakdown)	\$28,882.69	\$12,500.00	\$0.00	0 \$0.00	\$41,382.69
	110011					
	Sub-Totals	\$681,246.95	\$12,506.00	\$0.00	0 \$1,957.09	3093,/10.04
	Total Funds Accounts	\$909,846.58	\$14,296.83	\$2,742.00	0 \$2,297.80	17.669,526

Southwestern College Foundation Temporarily Restricted Funds Accounts Detail - 02/01/13 - 02/28/13

Scholarship Funds

				Const. /C con	
				Gain/(Loss)	
A anount Description	FMV - 02/01/13	Inflow	Outflow	0.003	FMV - 02/28/13
Attount Description	\$12,189.53			36.57	\$12,226.10
Athletic Endownlent - 001	\$121,105.12		\$0.00	363.32	\$121,468.44
CAN Scholarship - 032	\$35 530.66			106.59	\$35,637.26
rsmp - C	\$30,610.12			91.83	\$30,701.95
◆ Eastlake Company - U3o	\$69.321.02	\$0.00		207.96	\$69,528.98
♦ (jarden of Grying -0.3 /	\$5.837.69			17.51	\$5,855.20
♦ Jean Wear Scholars	\$30,729.92			92.19	\$30,822.11
♦ McMilin Companies = 022	\$11.518.34			34.56	\$11,552.90
♦ Metallic Scholarship - 010	\$12,889.96	\$0.00		38.67	\$12,928.63
	\$14,900.82			44.70	\$14,945.52
 Otay Mesa Child Development - 044 	642 052 12			131.86	\$44,084.99
 Tantalo/Conti Scholarship - 033 	\$45,933.13			13.67	\$4 554 98
◆ Sarah Riker Scholarship - 046	\$4,541.36			20.CI	17 700 500
◆ Havden Stewart Scholarship - 034	\$93,699.41	\$6.00		281.10	\$93,980.31
◆ Valenzyela Scholarship - 055	\$18,374.15			55.12	\$18,429.27
▼ WollMart Scholarshin -060	\$10,121.89			30.37	\$10,152.26
* Wallylatt Conclusing 500	\$6,545.40	\$0.00		19.64	\$6,565.03
The source of th	\$5,386,95			16.16	\$5,403.11
◆ Luckman Scholarsinp -000	\$14.021.58			42.06	\$14,063.64
♦ Lassman Scholarship - 054	11,021,00			76 222	\$111.420.47
♦ Carolyn Brady Fund - 053	\$111,087,21				
Totals	\$652,364.26	86.00	30.00	60./CK,1&	

Program Accounts Pilot Program

		ſ			1 2 1/00/10 Lander
A	FMV - 02/01/13	Inflow	Outflow	Gain/(Loss)	FIVIA - 02/20/13
Account Description		1	000	00 00	\$1.250.00
◆ SWC Retirees Scholarship Fund	\$1,250.00	\$0.00	\$0.00	90.00	00:007610
T. T					
◆ Micro Enterprise Family Cully Care		000	00 00	\$0.00	\$1,000,00
Decorption	\$1,000.00	\$0.00	DO.00	00.0¢	
1 logiani			00	00 00	627 500 00
A CDING Small Business Devolument Ctr	\$25,000,00	\$12,500.00	\$0.00	00.0¢	DD.00C.1C&
A DDING Officer Dustrices Development				00 04	02 0024
A GCC Locking P Mattern Memorial Fnd	\$632.69	\$0.00	\$0.00	\$0.00	\$0.25.05
VODO JUSTINA I INTERIOR INTERIOR AND		000	00 00	00 04	\$1,000,00
A Desidents Circle	\$1,000.00	\$0.00	\$0.00		
The Included the Control of the Cont		0000	00 00		07 1 387 60
Totalia	\$28,882.69	\$12,500.00	30.00	30.00	
Totals					

Item #4.A Agreement with Sycuan Resort

TOURNAMENT LETTER OF AGREEMENT

BETWEEN



AND

Southwestern College Foundation

Thursday, February 28, 2013

Ms. Linda Gilstrap Tournament Coordinator Southwestern College Foundation 900 Otay Lakes Road Room 103 Chula Vista CA 91910 Phone: (619)216-6614

Fax:

Email: !gilstrap@swccd.edu

Amy Galusha National Sales Manager Sycuan Golf & Tennis Resort 3007 Dehesa Road El Cajon, CA 92019 Direct: 619 219 6066

Direct Fax: 619 444 4775

Email: agalusha@sycuanresort.com Resort Phone: (619) 442-3425

RE: Southwestern College Foundation Golf Tournament

EVENT DATES: Wednesday, May 1, 2013 - Wednesday, May 1, 2013

GOLF TOURNAMENT AND BANQUET FUNCTION SPACE SCHEDULE OF EVENTS

Date	Start Time	End Time		Room	Setup	Agr	
5/1/2013	6:30 AM	8:00 AM	Breakfast – Breakfast Burrito	Pro Shop	Buffet Table	100	\$12/person Casino to Host up to 150 players
5/1/2013	8:00 AM	1:00 PM	Shotgun Start	Oak Glen Golf Course	Tournament	100	\$65/person
5/1/2013	1:00 PM	3:00 PM	Lunch – Italian Buffet	Garden Room	Banquet Style	100	\$28/person Casino to Host up to 150 players

Included	Power Golf Cart with GPS
Included	Range Balls Each player receives a small warm up bucket of approximately 25 balls
Included	Tournament Services Includes Personalized Cart Tags, Rules Sheets, On Course Contest Set Up & Scoring

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Included	Basic Registration Area Set-Up (3 tables, 6 chairs, linens and skirting) Additional Tables are \$20.00 each
Included	Basic Tournament Raffle / Silent Auction Area Set-Up (4 Tables with linens and skirting for Raffle and Silent Auction items; 1 table with linen and skirting for trophies / prizes) Additional Tables are \$20.00 each
Included	Foursome of Golf Certificate Great Prize for your raffle or silent auction
Available upon Request	Tee Sponsor Signs \$15 per sign Full Color Signs that are 11" wide x 17" tall (Аггаngements must be made at least two weeks in advance.)
Available upon Request	On Course Food & Beverage Arrangements must be made at least two weeks in advance. Please contact our Catering Department at 619 219-6072 to make arrangements.
Available upon Request	GPS Sponsor Signage \$200.00 - 1 Sponsor \$300.00 - Customizable for up to 18 sponsors Sponsor's can advertise to all your guests on our GPS System during your event (Arrangements must be made at least two weeks in advance.)
Available upon Request	Hole-In-One Packages The Basic- Oak Glen: \$1.50 per person; Willow Glen - \$2.00 per person includes one (1) prize for the first hole-in-one made on each par three. All prizes valued at \$500- NO WITNESSES REQUIRED The Grand Prize- Oak Glen: \$2.50 per person; Willow Glen - \$3.25 per person includes one (1) prize for the first hole-in-one made on each par three. Grand Prize: One (1) Year Membership to Sycuan Resort - \$4800.00 Value TWO WITNESSES REQUIRED Group must provide Additional part three prizes valued at \$500- NO WITNESSES REQUIRED The Options package- Oak Glen: \$4.50 per person; Willow Glen - \$5.25 per person Every par three will have two prized packages available to the winner. Each package valued at \$3,500.00 per hole. TWO WITNESSES REQUIRED PER HOLE- Group must provide

Dear Linda:

Thank you for choosing Sycuan Resort for your function. We recognize that San Diego has many fine resorts to consider and we thank you for your confidence in our property and its decades of experience.

DEPOSIT AMOUNTS AND PAYMENT SCHEDULES

A deposit of 10% of the contracted amount is due along with a signed contract within fourteen (14) days of issuance of the receipt of contract. Payment for the guaranteed number of guests is due three (3) business days prior to the scheduled event. Final payment is due on the day of the event by corporate check or credit card. Personal checks are not excepted unless accompanied by a credit card to secure the check. Your deposit and signed contract are due back to Sycuan Golf & Tennis Resort on or before March 14, 2013 Failure to return both a signed contract and deposit will result in a releasing of all arrangements referred to herein.

Contract Rate Per Golfer: \$65

100 Total: Golfers:

Total Contracted Amount Due: \$6,500 First Deposit Due 3/14/13:

\$650 Final Payment Due 4/24/13: \$5850

CANCELLATION AND REFUND OF DEPOSITS

If group elects to cancel this Contract for any reason other than a termination for cause or pursuant to the FORCE MAJURE clause of this contract, Group agrees to provide written notice to Resort accompanied by the payment indicated below:

Cancellation Prior to Event	Total Estimated Revenue Due
Date of Signed Contract – 120 Days Before Event	Full Refund
121 Days Before Event – 30 Days Before Event	All Monies Deposited
29 Days Before Event - Date of Event	Entire ("Total") Contracted Amount

Southwestern College Foundation Initials: Sycuan Golf & Tennis Resort Initials:

Tournament Letter of Agreement, Page 2 of 5

GOLF TOURNAMENT, TEE TIMES AND BILLING POLICIES

There is no minimum player count for all one tee Consecutive Tee Time golf outings. There is an eighty-eight (88) player minimum for all double tee Consecutive Tee Time golf outings. The minimum player count required will be forty-eight (48) players for all shotgun golf tournaments and this will be the minimum number of players you will be financially responsible for on the day of the tournament. The contracting party does not have course exclusivity unless they pay for one-hundred twenty (120) golfers. Public play may be mixed in ahead of or behind the tournament group if the course buyout is not achieved.

Any Sycuan Golf & Tennis Resort Member that participates in the golf tournament will be billed at the full per player fee. No discounts will be extended for Member players.

The quaranteed number of players is due seven (7) days prior to your date of play. You will be billed for the number of players committed on the player guarantee date, the number of players on the final pairings list or the actual number of players whichever is greatest. A pairings list must be provided no later than two (2) days prior to the day of play.

All fees will be billed to the master account on the day of the event. Deposits and pre-payments will be applied and final balance payment will be due in full on the day of the event, either by corporate check or credit card. If credit is extended to the contracting group, payment for all fees will be billed on a net seven (7) day basis. Payments not received within the time frame are subject to a \$35 per day late fee. Sycuan Resort, at our sole discretion, may allow Consecutive Tee Time Events to be billed on an individual player basis. All no shows will be the responsibility of the patron and will be billed to the credit card on file.

HOLE SPONSORS

On course sponsorships are a great way for tournaments to raise additional funds for their benefactor and for vendors to promote their own goods & services to a well focused audience. We appreciate sponsors on course during tournament play and are happy to speak directly with them regarding our policies.

- Sponsors must provide their own tables, chairs, umbrellas and linens or make arrangements to contract such items with us seven days prior to the tournament. These items are not set up on holes on a complimentary basis.
- Sponsors will be driven onto the golf course by a member of our professional staff. Four complimentary golf carts for tournament chair and committee are available. Additional carts will not be distributed to sponsors.
- No vehicles are allowed onto the golf course without drivers' valid operator's license, registration and plate number being submitted to Tournament Manager seven days prior to tournament.

PROPER GOLF ATTIRE REQUIRED

While visiting Sycuan Resort Golf Shop and Club House we ask our customers and guests to please observe the following dress code:

- Men must wear sleeved and collared shirts and full length shorts or slacks.
- Women must wear golf appropriate shirts, full length shorts, skirts or slacks. No tank tops.
- Shoes must be worn at all times and should be appropriate for golf. Soft spikes required.

FORCE MAJEURE

Except where otherwise expressly stated in these booking conditions, we regret we cannot accept liability or pay any compensation where the performance or prompt performance of our contractual obligations is prevented or affected by or you otherwise suffer any damage or loss as a result of "force majeure". In these Booking Conditions, "force majeure" means any event which Sycuan Golf & Tennis Resort could not, even with all due care, foresee or avoid. Such events may include war or threat of war, riot, civil strife, terrorist activity or actual threatened terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, fire and all similar events outside our control.

FOOD AND BEVERAGE POLICIES

Sycuan Golf & Tennis Resort is a full service resort and can provide all of your food and beverage needs. Due to licensing requirements and quality control issues, all food to be served on the Resort property must be supplied and prepared by the Sycuan Golf & Tennis Resort Food & Beverage department. We do not permit donated bottled, canned or keg beer to be brought onto the resort premises. In addition, personal coolers and ice chests are not permitted on the resort premises. There is a fee for all equipment that may need to be rented for events. Sycuan Golf & Tennis Resort reserves the right to apply a 20% service charge and current county and state sales taxes to all rental, food and beverage purchases.

Access to the Banquet Facility, for any set-up purposes, has been arranged for ninety (90) minutes prior to any booked meals. Room rental fees will apply if patron accesses room prior to contracted time. The number of meals will be determined seven (7) business days prior to the function. Should two entrees be selected, place cards are required for each guest stating which meal selection has been made.

Banquet space is determined based upon the number of guests and set-up requirements. If a change from the contracted set-up is required on the day of the event an additional charge will apply. Due to time required for our staff to prepare the room properly for your function, rooms are available to you, your hired professionals, and your guests only for the times specified. Arrangements must be made in advance to have access to the room before your designated time.

> Southwestern College Foundation Initials: Sycuan Golf & Tennis Resort Initials:

> > Tournament Letter of Agreement, Page 3 of 5

Please note that room rental fees will be waived for four hours with the purchase of full service meals for the entire group. Menu selection must be received thirty (30) days prior to your function. Your menu selection may be limited without advance notice. We understand that some guests may have special dietary requirements and a vegetarian entrée may be requested with a seventy-two hour advance notice. Vegetarian, Vegan or Gluten free meals will be charged at the same price as the selected entrée. Banquet and dining room charges are subject to change without prior notification. No food or beverage may be removed from your appointed banquet space at the conclusion of your function. Sycuan Resort will prepare your appointed banquet room and menu for 5% over the final guarantee provided seven (7) days prior to your event. Any additional tables, chairs, beverages or meals requested after that guarantee date will be billed to client at 150% menu price.

All banquet rooms require groups to meet a minimum food & beverage meal expenditure by function host to reserve a private dining room on property for a group gathering space not including bar sales. Meal period appropriate Entrée or Buffet selection from current menus for each guest in attendance will meet minimum required for tournament groups Monday through Friday. There is a required \$5,000 minimum expenditure by the host for prime Saturday evening functions, whether indoors or outdoors. These minimums must be met through meal selection, hors d'oeuvres, wine poured with dinner, etc. Additional room rental time for set up, function or break down is \$75.00 per half hour until 11:00 pm. Our facility ends functions at 11:00 pm but can make special arrangements until midnight. Rental from 11:00 pm until midnight is \$950.00 and absolutely no amplified sound can continue on our Patio after 11:00 pm.

MENU PRICING

Please note that your Golf Tournament may have received a special package or bundle pricing. Extra box lunches or meals over and above the billed golfer counts will be at our full menu prices. Please refer to our current menus for prices. All menu items are billed at the menu price plus a twenty (20%) percent service charge and current California sales taxes.

We ask that Sycuan Resort's furniture and décor be kept in its place and that no decorations be affixed to any walls or structures without the expressed, specific approval of the director of catering. Any special room arrangements must be discussed in advance. All candles must be contained. No open flames, props or centerpieces are permitted on property. This includes the use of any sparklers or other such items. No glitter, rice, confetti or similar decorative items may be used on property. A \$250 service charge will be applied to the master bill should the patron or his agents, employees or guests not comply with this policy.

ENTERTAINMENT

Some restrictions are required in the set-up of equipment and sound level of entertainment in our banquet facilities. Sycuan Resort reserves the right to regulate the level of music deemed appropriate during your function as well as the placement of instruments and equipment. If volume becomes a problem at any time during your event, Sycuan Resort reserves the right to end the function. Full charges will still apply.

Sycuan Resort is happy to provide complimentary white linen tablecloths and napkins in white, red, forest green and burgundy. A wide assortment of colors is available upon request for an additional charge. Please order these specialty linens a minimum of two weeks in advance.

SERVICE BAR

There is a \$125.00 service fee for private service bar and bartender for any private clubhouse room for four hours. The service bar can be "hosted" with the total cost of beverages received by guests added to the master bill, or "no host" allowing your guests to purchase beverages on their own.

In accordance with California State Laws no minor (under the age of 21) shall be served an alcoholic beverage. In the event that minors will be in attendance at any function where alcohol is being served, Sycuan Resort shall hold the patron both responsible and liable for notification of staff as to any legal adult purchase with intent to distribute to a minor.

RENTAL EQUIPMENT

The contracting party will be responsible for any and all charges for any equipment that must be rented for the contracted event. Sycuan Golf & Tennis Resort reserves the right to add a 20% surcharge to all equipment rented.

Should weather conditions become inclement for your outdoor function, our staff will do our very best to make indoor arrangements. We cannot, however, guarantee a back up. Our natural oak folding chairs will be used outside provided that our employees deem them safe from moisture damage. Our plastic folding chairs will be set-up for any outdoor function when inclement weather conditions are predicted.

FOOD & BEVERAGE FINAL ATTENDANCE GUARANTEE & EVENT DETAILS

To ensure a quality experience for all your attendees, we will send you Banquet Event Orders ("BEOs") confirming the estimated number of attendees, menu, room set-up and other details of your event. We ask that you make any corrections and sign and return the BEOs no later than thirty business days prior to the event. If you do not return the BEOs by that date, you agree that all information

> Southwestern College Foundation Initials Sycuan Golf & Tennis Resort Initials

> > Tournament Letter of Agreement, Page 4 of 5

on the BEOs is correct. We ask for a final guarantee of the number of attendees no later than seven (7) business days prior to the event. Payment for guarantee number of attendees is due three (3) business days prior to the event.

GOLF TERMS & CONDITIONS

- Player Count/Guarantee: Final player count must be given seven (7) days prior to the date of play. Payment for a minimum of 72 players will be required to guarantee a shotgun start Monday - Thursday and a minimum of 110 players Friday - Sunday.
- Tee pairing must be submitted to the resort at least two (2) days prior to play.
- Golf and cart fees for reservations with 20 or more players will be billed to a Master Account to be settled by the coordinator at check-out.

Should the arrangements outlined in this Agreement meet with the Group's requirements, please indicate the Group's acceptance by initialing all pages and signing the final page. Return the original Agreement to Sycuan Resort on or prior to the contract date listed on page one. Upon receipt, Sycuan Resort will counter sign and return a copy to The Group. Once counter signed, this document shall constitute the full and complete binding agreement and the arrangements shall be considered confirmed and definite. Any changes to this agreement must be made in writing and signed by both Sycuan Resort and The Group. If this agreement is not received by March 14, 2013, all golf arrangements referred to herein will be released. If, before this option date, another group requests these dates and is willing to confirm on a definite basis, we reserve the right to request an earlier decision date.

Again, , we thank you for selecting Sycuan Resort for your group function. We look forward to the opportunity to be of service!

BEN GREEN . YKESIDENT Southwestern College Foundation

03/05/13

Amy Galustía, National Sales Manager Sycuan Golf & Tennis Resort

Southwestern College Foundation Initials: Sycuan Golf & Tennis Resort Initials:

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Item #4.B Funding Report for FY 2012-13 RFF Procedures Marketing Campaign

Southwestern College Foundation Funding Report FY 2012-13

Project	Amount Funded
Scholarships	
SODA	\$12,500
Campus Activities	
Guest Writers Series	\$2,050
Art Gallery Speaker Series	\$2,000
African American Alliance MLK Breakfast	\$1,000
Sun Newspaper	\$6,750
Architecture Club Design Village Competition	\$1,800
Puente University Visits	\$3,250
Athletic Hall of Fame	\$160 (encumbered)
Community Events	
Salute to Navy	\$250
South Bay Community	\$225
Total	\$29,985

Request for Funds Marketing Campaign

As we transition to the new Request for Funds process we will:

Send out global email to all campus employees that will include submission dates and the new application on 3/15, 4/2, 4/15, 5/1, 5/15, 8/20, and 9/3.

Contact repeat customers and offer to meet with them personally.

Create a flyer and place in all of the campus mailboxes.

Put the submission dates and application on the website, public folders and sharepoint.

Send a letter to the community entities that we often receive sponsorship requests from and advise them of our new procedures/submission dates.