

SOLICITATION OF FUNDS, MATERIALS AND SERVICES, AND USE OF SUCH FUNDS, MATERIALS AND SERVICES**A. Policy**

It is the policy of the District that the Dean of Student Activities be responsible for approving, modifying or disapproving all requests for solicitation of funds, materials or services, and the use of any such funds, materials or services received. Any on-campus Southwestern College group or individual planning a special fund-raising event on or off campus must submit its request for this event to the Committee with the following documents to the Student Activities Office for approval:

1. Solicitation of Funds, Materials and Services Form - request to include the contact person and how the funds, materials or services will be used (see attached Form).
2. Vendor's Contract, if applicable - available at the Student Activities Office, Room 620.
3. Copy of the Vendor's License and State Board of Equalization Resale Tax Number.
4. \$50.00 per day flat fee deposit receipt - obtained from the Cashiering Office.

This policy shall apply to individuals and members of recognized College groups, if they are acting as a representative of the College or the District. In some cases, the Solicitation of Funds request may require the approval of the Executive Management Team (EMT).

B. Procedure

1. Submit all necessary documents at least two weeks prior to the scheduled event to the Student Activities Office for the Dean's approval.
2. When an outside vendor is involved, and 20% of the gross sales is greater than the \$50 per day fee, those additional funds shall be deposited each day, at the close of the activity, in the Fiscal Services Office. The person designated on the Form (Item #7) is responsible for the collection and deposit of all funds in excess of the advance fee.
3. The sponsoring group or individual is responsible for making arrangements for facilities (chairs, tables, extension cords, etc.). ASO cash registers may be used upon request and availability.