

# **CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES**

## **AP 5460      STUDENT FUNDRAISING**

This procedure applies to all student fundraising activities for campus clubs, organizations and programs other than those sponsored or overseen by the Citrus College Foundation. Fundraisers should be held for the benefit of campus clubs, scholarships and student life.

All fundraisers will be approved through the Student Life and Leadership Development Office or by the appropriate division dean to ensure proper compliance with District policies and procedures.

Approved activities may not intrude upon normal college student life or operations. Publicity and other efforts at accomplishing the event must follow appropriate rules and standards set forth by appropriate college policies and procedures.

All money collected must be deposited in an Associated Students Organization (ASO) or Citrus College Foundation account and disbursed in accordance with normal established procedures.

### **Procedures for Sponsoring a Fundraising Activity or Drive**

Approval may be gained one of three ways:

- Clubs and organizations officially recognized by the Student Life and Leadership Development Office must follow the procedures set forth by the Student Life and Leadership Development Office, Inter-Club Council and Associated Students of Citrus College (ASCC) Executive Board.
- A student not affiliated with an officially recognized campus organization, may petition the ASCC Executive Board for consideration of approval. The petition must be signed by a minimum of ten other Citrus College students.
- Inter-collegiate athletics and performing arts groups must follow the procedures set forth by their division dean.

### **Frequency**

- No two fundraising drives may be conducted at the same time. This limitation has as its intent the desire to avoid excessive interruptions of class and campus life, and to enhance the opportunities for success of the event through the added support and enthusiasm possible only through carefully spaced fundraising and comparable efforts.
- Exceptions to these limitations include those traditional organizations and class activities usually aimed at small segments of the college. Special requests for fundraising and related activities will be considered on an exceptional basis. Exceptions will be approved by the Student Life and Leadership Development Office.

- Inter-collegiate athletics and performing arts groups must follow the procedures for frequency set forth by their division dean.

### **Implementation of Fundraising Drives and Activities**

- Fundraising drives may not continue longer than three weeks. Requests should clearly state the purpose, methods of collection to be utilized, time span anticipated and sequence of events desired.
- Clothing, food and other valuable items shall be counted and a list filed at the Student Life and Leadership Development Office with a plan for disbursement.
- Items which would normally be sold in the cafeteria/bookstore will not be sold for fund raising purposes unless permission is granted from the food service and/or bookstore supervisors.
- Sale of all food items will comply with existing health laws and Administrative Procedure 5470 Sale/Distribution of Food Items.
- Inter-collegiate athletics and performing arts groups must follow the procedures set forth by their division dean.

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