



Las Positas College Student Life Fundraising Money Disposition Form

A completed fundraising money disposition form must be completed and submitted to *Josué Hernández* Program Coordinator of Student Life and Leadership, at jahernandez@laspositascollege.edu within ten (10) business days following all fundraising activities.

1. Student Life Entity Name: _____
2. Entity Advisor: _____
3. Advisor's e-mail: _____
4. Purpose of the fundraising activity: (Note: You are restricted from collecting donations for outside organizations)

5. Date and Day of Event: _____ Location: _____
6. Start Time: _____ End Time: _____
(Attach another sheet to provide further information if the event was held for multiple days or locations.)
*Please attach a copy of fundraiser flyers/social media posts/website posts/event signage.
7. Fundraising Results
What was sold? _____
Selling price per unit: _____ Number of units sold: _____
Actual expenses: _____ Actual income: _____
Other revenue (such as donations): _____ Other revenue total: _____
Was there a profit or loss resulting from the fundraiser? Explain: _____

8. If you had remaining goods, what do was done with or the plan to do with the items? Describe:

9. Who was responsible for taking the money from the fundraiser to the Administrative Services Office for depositing into the entity's ASB account?

Name: _____ Date: _____
(Attach another sheet to provide further information if the event was held for multiple days or locations.)
10. Verify the amount of money taken to the Administrative Services Office for depositing into the entity's ASB account.
Total: _____
*Please attach a copy of all submission and deposit slips received from the Administrative Services Office.
11. Was there a discrepancy between funds raised and money taken to the Administrative Services Office for depositing into the entity's ASB account? Yes _____ No _____
If yes, explain the discrepancy (Damaged goods, loss, etc.): _____



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By signing this fundraising money disposition form,

- I acknowledge that any LPC Student Life entity willfully and knowingly violating any LPC Student Life Policies and Procedures or budget guidelines may have its funds frozen immediately. The entity may also be placed on inactive status, and student(s) involved may be referred to the Student Discipline Officer.
- I verify that I have read and will observe the Las Positas College Administrative Services Office [Deposits: Collecting of Money for Dues, Fundraisers, and More](#) and the Student Life Policies and Procedures Handbook guidelines for fundraising.
- I will help ensure that the following items are completed and submitted to the Program Coordinator of Student Life and Leadership no more than ten (10) business days after the fundraising event.
 1. A completed Las Positas College Student Life Money Handing Checklist and Acknowledgment form for each money handler for the event.
 2. A completed Student Life Fundraising Money Collection Form.
 3. A copy(s) of an event flyers/social media posts/website posts/event signage clearing specifying the dates, times, and the reason for the fundraiser.
 4. A copy of all submission and deposit slips received from the Administrative Services Office.
 5. A completed Disbursement Request Form(s) with the required supporting documentation for expenses related to the fundraising event.

Student Organization Officer:

Name _____ Signature _____ Date _____

Student Organization Advisor:

Name _____ Signature _____ Date _____

For Office Use Only

Program Coordinator of Student Life and Leadership

Signature _____ Date _____

Is an appointment with the Student Life entity advisor and/or officer required? No _____ Yes _____

Name _____ Date _____ Time _____