



Las Positas College Student Life Fundraising Checklist

All Student Life entities requesting to hold a fundraiser should complete:

Step 1: Pre-Approval

- Received training on Administrative Procedures.
- Held an entity (LPCSG Student Senate, ICC, or club) meeting with approved minutes regarding a vote to hold a fundraising event. (Meeting minutes must include the reason for the fundraiser.)
- Submit a Fundraising Proposal and corresponding approved meeting minutes to the Program Coordinator of Student Life and Leadership.

Step 2: Post-Approval before the fundraiser

- Submit a Facility Use Request Form, if needed, to the Program Coordinator of Student Life and Leadership.
- Submit a Cash Box Request Form, if needed, to the Program Coordinator of Student Life and Leadership.
- Submit a Fundraiser Flyer to the Program Coordinator of Student Life and Leadership. (Flyers must include- Club name, date, time, location, reason for the fundraiser.)

Step 3: Day of the fundraiser

- Confirm a cash box is secured for use.
- The entity advisor and assigned cash-handler(s) is on site.
- Have the entity advisor and assigned cash-handler(s) complete a Money Handling Checklist and Acknowledgement form.
- Inventory has been taken and documented at the start and end of the day.
- The money (cash and checks) were taken to the Administrative Services Offices for deposit.

Step 4: Within ten (10) business days after the fundraiser

- Submit a Las Positas College Student Life Entity Fundraising Money Disposition Form to the Program Coordinator of Student Life and Leadership. (Copies of all Administrative Services Office submission and deposit slips must be included.)