



FUNDRAISING PROPOSAL – CLUB FUND

Be sure to complete this form fully - incomplete forms will be returned to the club unsigned and will delay approval.

YOU SHOULD HAVE THIS FORM TURNED IN A MINIMUM OF 2 WEEKS PRIOR TO THE FUNDRAISING EVENT.

1. Club Name: _____

2. Type of fundraising activities: _____

(Food sales – indicate what type of food is being sold. Also, at least one member of the group must have safe food handler training and must check with the City for relevant food permit.)

Name of certified Safe Food Handler: _____

3. Proceeds will be used for _____

4. Date of event/activity: _____

5. Club president _____ Phone _____ (Please print)

Club advisor _____ Phone _____ (Please print)

6. Area to be used: _____

7. Will this fundraising activity include a RAFFLE? Yes ____ No ____

If Yes, STOP. All raffle revenue and expenses must flow through the AHC Foundation, ext. 3629. For all other fundraising activities, please proceed.

8. Budget for activity – complete fully:

Expected gross revenue (sales price per item x # of items):

Sales price per item _____ x # of items _____ = gross revenue _____
Sales price per item _____ x # of items _____ = gross revenue _____
Sales price per item _____ x # of items _____ = gross revenue _____

Expected gross revenue (total) \$ _____

Cost of goods and/or services (if donated, indicate that below):

Item: _____ Cost per item: _____ Donated? Yes ___ No ___
Item: _____ Cost per item: _____ Donated? Yes ___ No ___
Item: _____ Cost per item: _____ Donated? Yes ___ No ___

Expected cost (total) \$ _____

Expected profit (gross revenue less total cost) \$ _____



FUNDRAISING PROPOSAL – CLUB FUND, cont'd.

For food sales: _____ Food Court Manager or designee must sign.

Applicant(s) hereby agree to hold the Allan Hancock Community College District, the Allan Hancock College Board of Trustees, and all district officers, agents, and employees free and harmless from any loss, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of college facilities.

The undersigned club president and club advisor certify that we shall personally be responsible on behalf of our organization to abide by and enforce the rules and regulations of the college governing the sponsoring of this fundraising event/activity. All funds collected will be deposited in the Auxiliary Accounting Services office and the club treasurer or designee shall provide a financial report on all tickets and/or funds collected within three working days after the fundraising event/activity to the Student Accounts Office. In addition, the club officer and advisor agree that any monetary loss will be borne by the club. It has been determined that sufficient funds are available to cover any monetary loss.

Club president's signature: _____ Date: _____

Club advisor's signature: _____ Date: _____

Project Director, Student Activities & Outreach: _____ Date: _____

Recommendation: Approve _____ Disapprove _____

Assoc. Supt./VP, Student Services Date: _____

If disapproved, please state reason(s):

Distribution: Auxiliary Accounting Services, Bldg. B 207 (copy)
Student Activities Office, Bldg. G 105A (original)
Food Court Manager (only if food involved)