



FUNDRAISING PROCEDURES - TRUST AND CLUB FUNDS

All fundraising activities using the name of Allan Hancock College require prior approval from the Associate Superintendent/Vice President of Finance and Administration.

1. **Establish a fund:** New fund forms are available on myHancock on the Auxiliary Accounting Services page. Complete top portion of a New Trust Fund Form or New Club Fund Form to establish a special fund. Route completed form to Auxiliary Accounting Services, Bldg. B 207. A fund number will be assigned and distributed by Director, Auxiliary Accounting.

2. **Complete fundraising proposal:**

Trusts:

Complete a Fundraising Proposal - Trust Fund for department fundraisers. Forms are available on myHancock on the Auxiliary Accounting Services page.

Clubs:

Complete a Fundraising Proposal - Club Fund for student clubs. Forms are available in the Student Activities office, on AHC public website: AHC Clubs, and on myHancock on the Auxiliary Accounting Services page.

NOTE: All raffle revenue and expenses must flow through AHC Foundation, not Trust or Club.

3. **Obtain signatures:**

Trusts: appropriate administrator = dean or director of department responsible for fundraiser; appropriate vice president = supervising vice president of department responsible for fundraiser

Clubs: club president, club advisor, Project Director, Student Activities & Outreach, and Assoc Supt/VP, Student Services

***NOTE:** When fundraiser involves soliciting donations, signature of the Executive Director of College Advancement required. (Outreach requires approval of Dir., Public Affairs and Comm.)

4. **Forward forms:**

Route completed proposals to requested approvers listed on form. A fully approved and completed copy will be sent to Auxiliary Accounting Services.

5. If applicable, complete the Instructions to Maintenance form located on myHancock in the Employee Resources/Requests and Work Orders area. Fundraising event must be at least 2 weeks from date of submission.

6. **Cash box:** Complete a Cash Box/Game Bag Request Form, if necessary. Forms are available on myHancock on the Auxiliary Accounting Services page. Obtain appropriate signatures and allow five days for processing. Cash box/game bag will be picked up from Auxiliary Accounting Services, B-207 on day of event.

7. **Proceeds:** Deposit fundraised proceeds from event at Auxiliary Accounting Services' window, B 207. A completed Deposit Form must accompany the funds. Deposit Forms are available on myHancock on the Auxiliary Accounting Services page.

8. **Accessing funds:** Complete a Check Request form and submit Banner requisition to access funds. Forms are available on myHancock on the Auxiliary Accounting Services page. Checks are processed weekly.

Trusts: Obtain signatures, complete requisition and submit originals to Aux. Acct. Svcs.

Clubs: Submit to Student Activities; Student Activities will submit to Aux. Acct. Svcs.