

ROANE STATE COMMUNITY COLLEGE
Request for Fund-Raising Activity

____ Student Organization Activity ____ Faculty or Staff Solicitation Activity

Name of person submitting request _____

Name of organization or department _____

Your association with the organization or department _____

Type of fund-raising activity _____

Purpose of fund-raising activity _____

If this is an event, please complete the following:

Date of event _____ Place: _____

Times: _____

Will this require a contract with any outside organizations? No Yes

If yes, explain: _____

Projected attendance _____ Cost of admission _____

Projected amount of money to be raised _____

The money will be deposited to (check one) This section must be completed before approval.

RSCC Foundation

Roane State Community College Cashiering Office

Campus Site: _____

Banner Index# _____ Fund# _____ Org# _____ Program# _____

If the activity involves solicitation in person or by mail, please complete the following:

Projected date of mail out _____ or personal contacts _____

Amount or item to be requested from each donor _____

Name of donors to be solicited (*Please attach list*).

Please attach a copy of your proposed fund-raising letter and/or case statement.

Both sides of this form must be completed. Your signature indicates that you have read and understand the college's fundraising policy.

Your Signature Date Organization Sponsor Date

Department Head Date

All monies must be deposited within 24 hours of being received.

NOTE: Please complete a separate form for each fund-raising activity.

APPROVALS: PLEASE SIGN & DATE

Scott K. Niermann, Executive
Director Roane State Foundation

Marsha Mathews, Vice President
Business and Finance

Please return this form to the Foundation Office with all approvals completed. An approved electronic copy will be emailed to you and to the Business Office.

PLAN FOR COLLECTION, SAFEGUARDING, AND DEPOSIT OF FUNDS

Name of person(s) responsible for collection of funds _____

RSCC employee responsible for accountability of funds _____

Please provide general description of activity that will take place below.

Please provide a plan for safeguarding (as applicable) of the funds from the point of receipt to the point of deposit to the RSCC Foundation or to a RSCC Cashier. Include who has access to the funds in the timeframe prior to deposit and who is responsible for depositing the funds with the appropriate office.

Funds must be deposited within 24 hours of collection or on first business day if a weekend or holiday event.

Please provide a description of the method of accountability (as applicable) which will be maintained and submitted with the deposit of funds to the RSCC Foundation or to a RSCC Cashier. For example, a record of ticket numbers sold compared to funds collected; the number of T-shirts purchased compared to number sold and dollars deposited. If collections are made by multiple persons, such as a bake sale by club members, the proceeds collected by person could be submitted with the deposited amount.

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ROANE STATE COMMUNITY COLLEGE

COLLECTION/FUNDRAISING POLICY

NOTE: FUNDS SHOULD BE TRANSFERRED TO A COLLEGE CASHIER WITHIN 24 HOURS OF COLLECTION, EXCLUDING WEEKENDS AND HOLIDAYS. HOWEVER, IF YOUR EVENT IS ON FRIDAY, SATURDAY OR SUNDAY, YOUR COLLECTIONS NEED TO BE DEPOSITED THE FOLLOWING MONDAY. IF IT IS A HOLIDAY, IT NEEDS TO BE DEPOSITED THE FIRST BUSINESS DAY AFTER THE HOLIDAY.

This procedure is binding for all Roane State departments/employees and all student organizations who handle funds belonging to the College or funds to be deposited to the Roane State Foundation.

Any college employee or any student organization that plans to accept funds for any purpose must submit a plan for collecting, safeguarding, and accounting for funds collected to the college Bursar prior to beginning fund raising activities. Approval of the plan must be received and approved prior to beginning the fund raising activity. NOTE: This is not applicable to College Cashiers or Roane State Foundation employees in the course of their normal job tasks.

Funds collected or accepted on behalf of the college or any student organization must be safeguarded from the time of collection or acceptance until the funds are deposited with a college cashier. Fund custodians should work with the college Bursar or designee to develop a plan for adequately securing the funds until the time of transfer to a college Cashier or Roane State Foundation employee. Funds should be secured at a Roane State campus in a lockable file cabinet or desk with limited access to that file cabinet or desk. Lockable cash boxes may be obtained from the Business Office for short term usage if needed. Alternative plans for securing funds must be approved by the Vice President of Business and Finance. Funds should be transferred to a college cashier within 24 hours of collection, excluding weekends and holidays. Fund raising monies may not be transported by courier between campuses.

Funds received on behalf of the College must be deposited in full. No funds collected can be used for purchases in lieu of deposit with an official Cashier. College purchasing policies must be followed when making purchases. (See RSCC Purchasing Manual).

Events for which an admission charge is applicable should be coordinated in advance with the Vice President of Business and Finance. Pre-numbered tickets should be available for sale and accounted for according to College procedures following the event or if sold in advance within 24 hours of receipt of funds. If other means of ticket sales is used, the process must be approved by the Vice President of Business and Finance.