



GCC Resource Development Office

Building: Administration (A-107)

Phone: (623) 845-3147

Email: development@gccaz.edu

## FUNDRAISING ACTIVITY APPLICATION

*Before any fundraising activity, this application must be completed and e-mailed to the Resource Development Office at [development@gccaz.edu](mailto:development@gccaz.edu) and cc'd Department Head detailing the event and needs for the fundraiser. One form is required per fundraiser. Forms must be received by the Resource Development Office 30 days prior to fundraising activity. Solicitation letters or marketing information should not be mailed or released prior to approval.*

Activity/Event Title: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Lead Organizer (must be an employee): \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Has this location been approved by Facilities Management:  Y  N  N/A

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Fundraiser (Example: What are the details, the needs, the purpose, and how does this benefit students):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will proceeds be used: \_\_\_\_\_

Who will be solicited and for what amount? Will there be volunteers? (provide attachments as needed):

\_\_\_\_\_  
\_\_\_\_\_

Identify all expenses for this event (attach estimates and supporting quotes):

Expense Account #: \_\_\_\_\_

(account charged for activity expenses)

Total Expenses (estimated): \_\_\_\_\_

Gross Revenue (estimated): \_\_\_\_\_

Net Revenue (estimated): \_\_\_\_\_

**COMPLETED BY CASHIERS/RESOURCE DEVELOPMENT OFFICE**

Total Expenses (actual): \_\_\_\_\_

Gross Revenue (actual): \_\_\_\_\_

Net Revenue (actual): \_\_\_\_\_

Receipt#: \_\_\_\_\_

Deposit to: GCC Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ~OR~ Foundation Account # \_\_\_\_\_ (four or five digits)

**DEPOSIT ALL FUNDS WITH THE CASHIERS OFFICE AFTER THE EVENT!**

Lead Organizer / Club Advisor: \_\_\_\_\_ Dean /Director /Dept. Head: \_\_\_\_\_  
signature and date signature and date

Vice President: \_\_\_\_\_ Director/Resource Development: \_\_\_\_\_  
signature and date signature and date



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## **FUNDRAISING ACTIVITY PROCEDURE**

1. Any department, student club or organization interested in raising funds for any reason must submit an e-mail (please see flowchart) and the GCC Fundraising Activity form to the Resource Development Office at [development@gccaz.edu](mailto:development@gccaz.edu). Examples of reasons to raise funds could be to support a program, GCC student scholarships or Maricopa Foundation Scholarships.
2. Each fundraising activity must have its own form.
3. The form must be completed with the appropriate signatures and turned into the GCC Resource Development Office 30 days prior to the event. Expenses, gross revenue and net revenue are only estimates. Past fundraising activities may assist with this section.
4. If the activity is approved and will bring in minimum revenue of \$1,000, the form will be signed by a representative from the Resource Development Office and will be returned to the *Lead Organizer/Club Advisor*. Solicitation letters or marketing information should not be mailed or released prior to approval.
5. If Maricopa funds (club account funds, Fund 2xx funds, etc.) are required to support the fundraising event, the appropriate MCCCCD cash handling procedures must be followed. This includes those that involve petty cash requests, Official Function forms, cash advance requests, etc. The Cashiers Office will not release funds unless a copy of the form is on file in their office. It is also recommended that the Lead Organizer/Club Advisor attach a copy of the form to the funds request.
6. AT NO TIME can monies from a Maricopa College accounts (club accounts, fund 2xx, etc.) be used to support an event if the intent of the funds raised is to support Maricopa Foundation Scholarships, or intended to be deposited into a Maricopa Foundation account. Campus and foundation dollars ARE NOT to be mixed for any reason.
7. All funds raised must be deposited with the Cashiers Office after the event.
8. The Cashiers Office will complete the fundraising activity form when deposits are made on campus.