

**REQUEST FOR APPROVAL
FUND DRIVES OR SOLICITATIONS**

In keeping with YCCD Board Policy 3323, the Board of Trustees authorizes District and College staff and college-related organizations to conduct sales drives or public solicitations. Before such drives or solicitations are undertaken, approval must be obtained in accordance with applicable administrative procedures.

Procedures

- I. Approval is required from the College President prior to beginning fund drives or solicitations for the benefit of college-sponsored events or clubs.
- II. Major public fund drives that will be conducted in the community require approval of the College President and Chancellor. The Chancellor will report these activities to the Board of Trustees. Each fund drive will be evaluated to ensure that no public resources are used for private gain or advantage. Also, no public resources will be used for fund drives or solicitations from private organizations.

Please complete the form below, obtain the required signatures prior to planning your fund drive or solicitation. Once all required signatures are obtained, submit to the Events/Facilities office for completion of the Facility Use Agreement.

-SPONSOR INFORMATION-

Sponsoring Division/Department: _____ Date of Application: _____

Contact Person: _____ Phone No.: _____

Please attach to this form a detailed event description. If any equipment/structures are needed to be erected this information must be in the detailed description for prior approval.

EVENT (Type of Activity): _____

DAY(S), TIME(S) AND DATE(S) OF PROGRAM: _____

Off-Campus Speaker/Entertainer/Band: _____

Event Budget/Expenses: _____ Expected Revenue: _____ Admission Fee: _____

Alcohol Permit Needed: _____ Raffle Permit Needed: _____

APPROVALS-

Signature

Date

- | | | |
|---|-------|-------|
| 1. Division Dean/Department Lead | _____ | _____ |
| 2. Vice President (Appropriate VP for requesting group) | _____ | _____ |
| 3. Vice President of College Administrative Services
(Budget approval) | _____ | _____ |
| 4. Modesto Junior College President, MM 201 | _____ | _____ |
| 5. Foundation Executive Director (Required for Foundation
Sponsored and/or Alcohol Events), MM 211 | _____ | _____ |
| 6. Events/Facilities Coordinator, MM 110 | _____ | _____ |
| 7. Yosemite Community College District Chancellor
(Required for events that will be conducted in the
community), CS1200 | _____ | _____ |