

PASCO-HERNANDO STATE COLLEGE
REQUEST FOR STUDENT FUND-RAISING ACTIVITY ON WEST CAMPUS
(Please read guidelines on the back of this form.)

Name of Club or Organization: _____

Organization Advisor: _____

Project(s) for which money will be spent: _____

Amount needed for supplies: \$ _____

Describe money raising activity: _____

Date of Activity: _____ Place of Activity: _____

Estimated Collections: \$ _____ Tax to be Collected: Y N

Account Number for Deposit of Funds: - - -

APPROVED:

Organization Advisor: _____ Date: _____

Director of Student Activities: _____ Date: _____

ADMINISTRATIVE APPROVAL

VP of Academic Affairs and Faculty Development/College Provost _____ Date: _____

Approved (without comment) Approved (with comments, see attachment)
 Not Approved (see attached comments)

Assistant VP of Advancement: _____ Date: _____

Approved (without comment) Approved (with comments, see attachment)
 Not Approved (see attached comments)

VP of Finance and Administration: _____ Date: _____

Approved (without comment) Approved (with comments, see attachment)
 Not Approved (see attached comments)

VP Student Development/Enrollment Mgt.: _____ Date: _____

Approved (without comment) Approved (with comments, see attachment)
 Not Approved (see attached comments)

DISTRIBUTION:

1. VP of Academic Affairs & Faculty Development / College Provost
2. Director of Student Activities
3. Organization Advisor
4. Coordinator of Student Activities

GUIDELINES FOR RAISING AND EXPENDING FUNDS

For PHSC STUDENT ORGANIZATIONS

- 1. Fund-raising activities must be approved by the College administration at least 7 days prior to the activity.**
- 2. Fund-raising activities are subject to federal, state, and county laws as well as Board of Trustees policy.**
- 3. Fund-raising activities should not be competitive with community businesses on a continuing basis.**
- 4. Funds raised should be used for the College, the community, or the entire organization membership as outlined in the club charter.**
- 5. Organizations should keep an accurate account of all monies. The books should be presented to the Coordinator of Student Activities for audit at the end of each academic year. If the organization is not to be active during the summer, the books will be safeguarded by the Student Activities Office and then returned to the organization's treasurer at the beginning of the new academic year.**
- 6. A final accounting must be made of all fund-raising activities. Such accounting will be shown on Form SSA-3, the Report of Accounting for Fund Raising Activity, which is available in the "College Forms" GroupWise shared folder. The completed Form SSA-3 must be attached to the "Organization Sponsor" copy of this request. The directions for completion and submission of Form SSA-3 are on that form.**