

Porterville College Foundation Fundraiser Proposal

Porterville College Foundation Board (PCFB) Members are aware of the many opportunities available to fundraise which will assist departments and/or students of the college. In order to best facilitate the fundraising projects the following information is required and must be submitted to the Foundation Office for approval by the Executive Director. Until approval is received the Business Office will not accept funds into the Foundation Fund Account.

Steps for fundraising:

- Submit this form to the Office of the Foundation (AC-102), with Director of Student Activities approval
- Proposal will be reviewed by the Foundation Executive Director
- If approved it will be forwarded to the PCFB which meets the last Friday of the month
- If no account exists for this fundraiser one will be assigned by the Business Office

Application for Fundraising

Name of Fundraiser: _____ Existing Account: Yes/No

Responsible Faculty/Classified Member: _____ Phone number: _____

If not a faculty/classified member, the student organization and Advisor: _____

Duration of fundraising (Dates) from _____ to _____

Description of fundraiser:

Proceeds from fundraiser to be used for: _____

Potential Vendors for payments: _____

Payments will not be made to Porterville College employees. Any flyers or advertisement to be used must be included with the proposal.

Signature of individual responsible for fundraiser

Date

Signature of Director - Student Programs & Athletics

Date

For use by the Office of the Foundation

Porterville College Foundation, Executive Director _____

Fundraiser Approved/Denied: _____ Date _____

Comments or restrictions: _____

Advised Porterville College Foundation Board on _____

Comments or restricts:

Account number: _____

Copy: Director of Administrative Services/Maintenance & Operations