



PORTERVILLE COLLEGE FOUNDATION FUNDRAISER FORM

100 EAST COLLEGE AVENUE, PORTERVILLE, CA 93257

This form is required to request approval for fundraising activity through the Porterville College Foundation (PCF).

Important: Fundraising and collection of funds may not begin without an established Foundation fund and an approved proposal.

The Foundation Office will not accept funds without prior approval.

Submission Process

1. Establish a Foundation fund prior to submitting this request (Submit a Fund Creation Form to the Foundation Office (AC-109) if needed)
2. Submit this form to the Foundation Office (AC-109)
3. Obtain required campus approvals (Advisor/Faculty and Dean, VP, or Athletic Director as applicable)
4. Proposals are reviewed and approved by the Executive Director
5. Approved fundraisers are reported to the Budget & Finance Committee and Foundation Board

| FUNDRAISER INFORMATION | | | | | |
|--|-----------------------------------|---------------------------------|-----------------------------|------------------------------|-----------------------------|
| FUNDRAISER NAME | | | | | |
| FUND NAME | | FUND NUMBER | | | |
| REQUESTOR SIGNATURE | | DATE | | PHONE | |
| APPROVAL SIGNATURE | | DATE | | PHONE | |
| FUNDRAISING DATES | | | | | |
| FROM | | To | | | |
| FUNDRAISER DETAILS | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| USE OF FUNDS | | | | | |
| ANTICIPATED VENDORS | | | | | |
| REQUIRED ATTACHMENTS | | | | | |
| EVENT FLYER | <input type="checkbox"/> YES | <input type="checkbox"/> NO | SUPPORTING DOCUMENTS | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| IMPORTANT REQUIREMENTS | | | | | |
| <p>All funds collected must follow KCCD Cash Handling Procedures and be submitted promptly. Checks payable to Porterville College Foundation. All expenses processed through PCF requisition. Vendor payments require a W-9 and final invoice. No purchase orders (POs).</p> <p>Note: Fundraiser approval does not authorize expenditures; all expenses require separate requisition approval.</p> | | | | | |
| FOUNDATION OFFICE ONLY | | | | | |
| EXECUTIVE DIRECTOR/DESIGNEE SIGNATURE | | DATE | | BOARD REVIEW DATE | |
| DECISION | <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED | FUND NUMBER | | |
| COMMENTS OR RESTRICTIONS | | | | | |
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