



Madera Community College Fundraising Event Request

This agreement must be completed 30 days prior to event.
Please note that raffles are NOT allowed

Submitted by: _____ Ext: _____ Date: _____

Organization/Student Club/Department Name: _____

Event Name: _____

Purpose/Description of Fundraising Event: _____

Item(s) to be sold: _____

Date(s) of Event: _____ From: _____ a.m/p.m. To _____ a.m/p.m.

Location of Event: _____

Estimated Attendance: _____ Attendance Fee (if charged): _____

Person In Charge of Event: _____ Department: _____

Ext/Phone Number: _____

Account number in which revenue will be deposited: ASG/Student Club: _____

Foundation: _____

For all Organizations/Student Clubs/Departments who will be selling item(s):

As the coach/advisor/department lead, I certify that I will be present at the event and oversee the cash handling process, tally sheet, and revenue form. I have read the fundraising guidelines and I understand that failure to submit required paperwork and/or comply with the policies outlined may result in suspension of sales.

Coach/Advisor/Department Lead: _____ Date: _____

Please attach the following items with your request:

Facilities Request, Event Flyer, Revenue Potential Form

☐ I certify that I have attached all required documents.

For Student Clubs only

I certify that the Fundraiser above has been approved by ASG.

ASG member signature: _____

Authorization

Coach/Advisor/Department Lead: _____ Date: _____

Director: _____ Date: _____

Area Dean: _____ Date: _____

Vice President of Administrative Services: _____ Date: _____

Executive Director of Foundation: _____ Date: _____

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Ticket Sales

Tickets Sold at Door:

If tickets are ONLY sold at the door, Student Activities is responsible for purchasing pre-numbered tickets, providing a cash box, and storing them in a safe place.

Pre-Sale Tickets:

If advance tickets are being sold, the advisor will order the tickets. These tickets should be pre-numbered and contain:

- i. The name of the unit sponsoring the event.
- ii. The name of the event.
- iii. The date and time of the event.
- iv. The ticket price. List the amount of sales tax on the tickets or state that sales tax is included in the ticket price.
- v. For preprinted tickets, print different color tickets for each price category. The Ticket Inventory form will be used to account for all tickets.

Recording Ticket Sales

The process for recording ticket sales must include the following procedures:

- i. As soon as tickets or ticket stock are received and before ticket sales begin, examine/count the tickets or ticket stock (at least two individuals should examine/count the tickets and report the count to the division fiscal officer or designee.
- ii. Deposit money from ticket sales on a timely basis.
- iii. All checks received shall be payable to Madera Community College. Checks for only the amount of sales (goods and/or services) may be accepted if so desired.
- iv. Keep a list of all recipients of complimentary tickets, including the ticket numbers. This list must be approved with the signature of someone authorized to decide who is eligible to receive free tickets. The recipients of the complimentary tickets must also sign this list or an acknowledgment form at the time they receive their tickets.
- v. Refunds should be made only after the ticket is returned and should not be made in cash. The ticket should be defaced or otherwise marked so it is not resold.
- vi. After the event, prepare a reconciliation of the ticket sales. All tickets must be classified as sold, complimentary, or unsold. The number of tickets sold at each price should equal the amount of deposits on the Revenue Potential / Fundraising Deposit Form. Obtain a reconciliation format from the Business Office.
 - a. Provide the ticket sales reconciliation and the following documentation to the Business Office.
 - i. All unsold tickets.
 - ii. The list of complimentary ticket recipients with their signatures.
 - iii. A listing of the Revenue Potential / Fundraising Deposit Form that includes the date, Cash receipts number and amount.
 - iv. A listing of any other revenue sources.
 - v. Copies of documentation of any refunds.
 - vi. An explanation of any reconciling items.

Policy/Procedures on Conducting Free Drawings

Free Drawing/Opportunity Drawing

Free drawings are legal when the following rules are applied:

- i. The drawing must be in connection with an event.
- ii. Prior to collecting money from potential participants, you must verbally inform them that no purchase/donation is required.
- iii. Do not use the terms raffle or lottery.
- iv. The tickets must have the following information:
 - a. The date, time and location of the drawing.
 - b. The name of the college unit or entity that will benefit from the free drawing.
 - c. The name of the sponsoring organization putting on the event.
 - d. There should be no price on the ticket.
 - e. Wording on the ticket must include the words:
 - i. Free ticket, no donation/purchase required.
 - ii. Winner need not be present to win.
 - iii. Free tickets may be obtained at (give the address). Please note that free tickets should not be given out by the solicitors. There is no limit to the number of free tickets that a person may receive if they go to the given address.

The Internal Revenue Service does not consider purchasers of a Free Drawing as a raffle or lottery donor. These payments will not be recorded as donations.

Opportunity Drawing

Raffles require the participants to purchase a ticket. A Free Drawing/Opportunity Drawing does not require the participant to purchase a ticket. Raffles are **NOT** an approved fundraising method.