



FUNDRAISING ACTIVITY

Office of Development
1833 W. Southern Avenue
Mesa, Arizona 85202
(480) 461-7200

Please submit this completed form with required signatures and a list of targeted donors (if applicable) and estimated asking amounts. One form is required per fundraiser. Forms must be received by the Development Office two weeks prior to fundraising activity. Letters or marketing information should not be mailed or released prior to approval.

Activity Title: _____ Date of Event: _____

Lead Organizer (must be an employee): _____ Title: _____

Department: _____

Phone: (____) _____ Cell: (____) _____ Email: _____

Location of Activity: _____

Street Address City State Zip

Description of Fundraiser*: _____

How will proceeds be used: _____

Who will be solicited and for what amount (provide attachments as needed): _____

Identify all expenses for this event (attach estimates and supporting quotes): _____

Expense Account #: _____
(account charged for activity expenses)

Total Expenses (estimated): _____

Gross Revenue (estimated): _____

Net Revenue (estimated): _____
profit after expenses

<u>COMPLETED BY CASHIERS/DEVELOPMENT OFFICE</u>	
Total Expenses (actual):	_____
Gross Revenue (actual):	_____
Net Revenue (actual):	_____
Receipt#:	_____

Deposit to: MCC Account # _____ -OR- Foundation Account # _____
four or five digits

DEPOSIT ALL FUNDS WITH THE CASHIERS OFFICE BY THE NEXT BUSINESS DAY!

Lead Organizer / Club Advisor: _____
Printed Name Signature Date

VP or Dean or Director or Dept. Head: _____
Printed Name Signature Date

Director of Development: _____
Printed Name Signature Date

**If this fundraiser involves food, please review food preparation and distribution guidelines found at <http://www.mesacc.edu/students/life/documents/MCCFoodServicePacket411B.pdf>.*

DEVELOPMENT OFFICE ID CODE: _____



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PROCEDURE

1. Any department, student club or organization interested in raising funds for any reason must complete the MCC Fundraising Activity form. Examples of reasons to raise funds could be to support departmental Fund 2xx activities, MCC student scholarships or Maricopa Foundation Scholarships.
2. Each fundraising activity must have its own form.
3. The form must be completed with the appropriate signatures and turned into the MCC Development Office two weeks prior to the event. Estimated Expenses, Gross Revenue and Net Revenue are only estimates. There is no right or wrong answer. Past fundraising activities may assist with this section.
4. If the activity is approved, the form will be signed by a representative from the Development Office and will be returned to the *Lead Organizer/Club Advisor*. Letters or marketing information should not be mailed or released prior to approval.
5. If this fundraiser involves food preparation, please review food preparation and distribution guidelines found at <http://www.mesacc.edu/students/life/documents/MCCFoodServicePacket411B.pdf>.
6. If Maricopa funds (club account funds, Fund 2xx funds, etc.) are required to support the fundraising event, the appropriate MCCCCD cash handling procedures must followed. This includes those that involve petty cash requests, Official Function forms, cash advance requests, etc.
7. If funds are required to support the event, the Development Office will forward a copy of the approved fundraising form to the Cashier Office. The Cashier Office will not release funds unless a copy of the form is on file in their office. It is also recommended that the Lead Organizer/Club Advisor attach a copy of the form to the funds request.
8. AT NO TIME can monies from a Maricopa College accounts (club accounts, fund 2xx, etc.) be used to support an event if the intent of the funds raised is to support Maricopa Foundation Scholarships, or intended to be deposited into a Maricopa Foundation account.
9. If, in the event that Maricopa College funds are used and the intended fundraising dollars are to support a Maricopa Foundation account, the funds will not be deposited into the Maricopa Foundation account. Rather, a Maricopa College account will be found to deposit such funds.
10. All funds raised must be deposited with the Cashier Office by the end of the next business day following the event.
11. The Cashier Office will complete the fundraising activity form with actual expenses, gross and net revenues and submit the results to the Development Office.