



GLENDALE COMMUNITY COLLEGE
[Resource Development Office](#)
 Building: Administration (A-111)
 Phone: (623) 845-3147
 Email: development@gccaz.edu

FUNDRAISING ACTIVITY APPLICATION

Before any fundraising activity, this application must be completed and e-mailed to the Resource Development Office at development@gccaz.edu and cc'd Department Head detailing the event and needs for the fundraiser. One form is required per fundraiser. Forms must be received by the Resource Development Office 30 days prior to fundraising activity. Solicitation letters or marketing information should not be mailed or released prior to approval.

Activity/Event Title: _____ Date of Event: _____

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

Department: _____

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

Location of Activity: _____

Has this location been approved by Facilities Management: Y N N/A

Street Address: _____ City: _____ State: _____ Zip: _____

Description of Fundraiser (Example: What are the details, the needs, the purpose, and how does this benefit students):

How will proceeds be used: _____

Who will be solicited and for what amount? Will there be volunteers? (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): _____

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

Deposit to: GCC Account # _____ - _____ - _____ - _____ **~OR~ Foundation Account #** _____ (four or five digits)

DEPOSIT ALL FUNDS WITH THE CASHIERS OFFICE AFTER THE EVENT!

Lead Organizer / Club Advisor: _____

Printed Name Signature Date

VP or Dean or Director or Dept. Head: _____

Printed Name Signature Date

Director of Resource Development: _____

Printed Name Signature Date



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FUNDRAISING ACTIVITY PROCEDURE

1. Any department, student club or organization interested in raising funds for any reason must submit an e-mail (please see flowchart) and the GCC Fundraising Activity form to the Resource Development Office at development@gccaz.edu. Examples of reasons to raise funds could be to support a program, GCC 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 GCC Resource Development Office 30 days prior to the event. Expenses, gross revenue and net revenue are only estimates. Past fundraising activities may assist with this section.
4. If the activity is approved and will bring in minimum revenue of \$1,000, the form will be signed by a representative from the Resource Development Office and will be returned to the *Lead Organizer/Club Advisor*. Solicitation letters or marketing information should not be mailed or released prior to approval.
5. If Maricopa funds (club account funds, Fund 2xx funds, etc.) are required to support the fundraising event, the appropriate MCCCDCD cash handling procedures must be followed. This includes those that involve petty cash requests, Official Function forms, cash advance requests, etc. The Cashiers 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.
6. 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. Campus and foundation dollars ARE NOT to be mixed for any reason.
7. All funds raised must be deposited with the Cashiers Office after the event.
8. The Cashiers Office will complete the fundraising activity form when deposits are made on campus.



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Can I hold a fundraiser?

Have you received approval from your department head?

YES
Send email to Resource Development Office and cc: Department Head detailing your event and needs to complete the fundraiser, then proceed to next step

NO
Must receive approval from department head before proceeding

Will this be for a scholarship?
• Which student scholarship will this benefit?

Is it a club function?
Are you:
• hosting a camp?
• wanting to sell t-shirts?
• hosting a car wash?
• hosting a tournament?

Is the fundraiser in partnership with an external organization?(i.e., St. Vincent de Paul, Crisis Nursery Center, Helping Hands for Single Moms)

GCC Student scholarships* (Institutional - no set dollar amount)

Do you have a GCC account established with an account number?

YES
Proceed to next step

NO
STOP HERE!
What is your cause/organization? What is the explanation?
See Resource Development Office for assistance

Is there already a GCC account established with an account number?

NO
STOP HERE! Speak with the Resource Development Office to proceed with sanctioned fundraising event and obtain account information

Frances S. Mateo
623.845.3147

YES
Proceed to next step

NO
STOP HERE! Speak with the Resource Development Office to proceed with sanctioned fundraising event and obtain account information

Frances S. Mateo
623.845.3147

* GCC Institutional Scholarships are funded by donors directly to the campus.
** Foundation Scholarships are funded by donors directly through the Maricopa Foundation and require an initial setup of \$3,000 to establish a fund.

All donations through the foundation are tax deductible.

YES
Dollars raised will be placed for deposit (380, 230, etc.)

FUNDRAISER APPROVED!