



COLUMBIA COLLEGE

Checklist for Fundraising

1. Present **fundraising idea** to the entire club during an official club meeting.
2. Club members discuss and vote on **fundraising idea** as noted in meeting minutes.
3. Club President and Club Advisor fill out and sign the Club Event Form located at the following webpage: [Club Event Form](#)
4. If a cash advance is needed, Club Advisor or purchasing support person, fills out and submits: [AP Direct Payment Request \(DPR\) Form](#)
5. Email the following documents to Program Assistant Rory Thompson at: thompsonr@yosemite.edu
 - a. Club Event Form
 - b. Club Meeting Minutes
6. Club Event Form will need to be approved and signed by ASCC Advisor Courtney Sutton.
7. Club Advisor will receive final approval of event via email from Program Assistant Rory Thompson.
8. After event approval, you may use the official Columbia College Fundraising Template for soliciting donations from businesses.
9. For use of a cashbox, connect with the Business Services at 209-588-5114.
10. After the fundraising event, submit cashbox with funds and an [ASCC Deposit Form](#) to Business Services by the end of the next business day.

IMPORTANT REMINDERS

- Begin paperwork 4-6 weeks before the event to allow enough time for any unforeseen delays in completing the approval process, especially fundraisers requiring cash advances, purchases, field trips, and/or vendors.
- Holding an event without the above paperwork and approvals will constitute a disciplinary action.

