Santa Monica College Auxiliary Office
ASSOCIATED STUDENTS (A.S)
COLLECTION OF FUNDS REGULATIONS

Santa Monica College student organizations wishing to solicit funds on Santa Monica College must adhere to the following regulations.

1. All funds collected on campus must be deposited in the College Enterprise office (Auxiliary Office) and disbursed only for the purpose designated at the time of registration of the fund drive.
2. A full-time advisor must sponsor each drive.
3. Fund drives must be registered with the Office of Student Life Administrative Dean and the College Enterprise office (Auxiliary Office), Santa Monica College.
4. Location of fund drive must be approved by the Office of Student Life Administrative Dean.
5. Specific procedures to be followed in collecting funds are:
    a. Complete the "Registration for Collection of Funds" form (below) and submit it to the Office of Student Life Administrative Dean. One (1) signed copy then must be submitted to the College Enterprise office prior to the day of the event.
    b. Sign out fund-raising identification button and collection container at the College Enterprise office on the day of the event.
    c. Collect funds only in approved location on campus.
    d. When the event is over, check in identification button and container immediately, along with funds to the College Enterprise office.
6. Nothing in this procedure may be used to violate laws of the State of California, Education Code, Section 9021.
7. No solicitation of funds by individuals or organizations may be made on campus without following these procedures.

REGISTRATION OF REQUEST FOR COLLECTION OF FUNDS

Note: No activities may commence without a signed approval in hand.

Permit No.: _____ Date of Request: _____

Organization: _____

Date(s) of Fund Collection: _____

Purpose of Fund Drive: _____

Method of Fund Collection: _____

Location of Fund Drive: _____

Funds to be disbursed specifically for: _____

President of Organization: _____

FT Advisor's Name: **Signature:**

Kiersten Elliott, Dean | Community and Academic Relations & Student & Community Outreach

Signature: