



Associated Students of Bellingham Technical College
Striving for Student Success

Contact: asbtc@btc.edu | 360.752.8357 | Morse Center Room 221

Fundraising Procedures

General Information and Tips

Before any program, club, or organization fundraising activity occurs, a Fundraising Activity Approval Application must be completed and approved by the Vice President of Student Services. All requests must be submitted at least thirty (30) days prior to the event unless special approval from the Vice President of Student Services is received. Once the Fundraising Activity Approval Application has been approved, the program, club, or organization should have a plan in place for tracking fundraising activities. It is imperative that documentation exists which tracks all aspects of revenue collection.

Deposit Rules

All the money generated through a fundraising event must be brought to the Student Life Director's office and reconciled with the program faculty or club/organization advisor. After the money is reconciled, the program faculty or club/organization advisor will fill out a Fundraising Deposit Form and the money will be taken to and deposited at the Cashier Office, CS 110. Please keep one copy of the Fundraising Deposit Form for program, club, or organization records and give one copy to the Cashier with the deposit. After the deposit is made, a receipt from the Cashier should be returned to the program, club, or organization, and filed with the Fundraising Deposit Form. Send a copy of the deposit receipt to Student Life for their records.

It is state law that revenue generated from a fundraising activity must be deposited within 24 hours of the receipt of the revenue. If the program, club, or organization's activity ends after business hours, the proceeds must be secured by the program faculty, or club/organization advisor, then on the next business day, it must be properly verified and deposited as described above.

Change Funds

If a fundraising activity needs to provide change, the Cashier can issue a change fund. The maximum amount that can be requested is \$100. The change fund is considered a temporary "loan" of change and must be deducted from the funds raised. After the program, club, or organization's fundraising activity has been reconciled and verified with the program faculty or

club/organization advisor, then the change fund must be returned to the Cashier's office. Please email the Cashier at cashier@btc.edu to request the Change Fund Request form. Only program faculty, club/organization advisors, or other college employees may request and pick up the change fund. All change fund requests must be requested no less than five (5) business days prior to the fundraising activity, but after receiving approval for the fundraising activity.

Reimbursement

Occasionally the college needs to reimburse a student for a legitimate expense on behalf of the program, club, or organization. If a student needs to be reimbursed, the student must present all **original** receipts as well as the following: (1) Name as it appears on the student record, (2) ctcLink EMPLID number, and (3) description of the purchase and student contact information (address, phone, email). Remember that all purchases must be pre-approved by the program faculty or club/organization advisor and occur after the Fundraising Activity Approval has been approved, to be eligible for reimbursement. Original receipts should be submitted to the Student Life office.

Types of Fundraising

Event or Performance Fundraising Procedures & Instructions

When holding an event or performance such as a dance, dinner, play, dance production, or musical concert, for which admission is charged, a program should abide by the following guidelines.

Tickets

Programs, clubs, and organizations must use pre-numbered and pre-approved tickets when charging admission. The program, club, or organization may provide their own pre-numbered tickets, but still must present the tickets to the program faculty or club/organization advisor for verification of the stated number sequences and pricing. In both instances, a distribution log should be used to help keep track of ticket sales.

Within 24 hours following the event or performance, revenue is to be brought for verification and reconciliation accompanied by both used ticket stubs and unsold intact tickets. Once reconciled, the program faculty or club/organization advisor must deposit the revenue with the Cashier, CS 110, into their program, club, or organization account.

A helpful tip to consider: For ease of distribution and reconciliation, it is essential that tickets priced differently are colored differently or the number sequences should be specified for presale versus door sales. It is also helpful to have either performance/event printed on the ticket or have a different number of series or color to differentiate between performances or events occurring on more than one date concurrently.

The program, club, or organization should note any discrepancies: either money shortages or overages, or missing tickets at the time of reconciliation. Documenting any problems in which the numbers of tickets do not match the receipts for the event will make it easier to address the problem promptly.

Sale – Bake / Food Items

To have a bake sale, or any sale involving food items, please take the following steps:

- Your program, club, or organization needs to track the sale of baked goods. A bake sale log must be used during the sale. When using the log, be sure to include the number of items and the price of items sold. If a change in the pricing of the baked goods occurs (i.e., 50% off to sell off the remaining baked goods items), then it must be documented what was sold at 50%. Keep good records and reconciliation proceeds more smoothly.
1. At the conclusion of the bake sale, bring all receipts and/or sales logs, all revenue from the sales, and the change fund and the deposit form to Student Life for reconciliation. Once reconciled, the revenue must be deposited with the Cashier, CS 110.
 - NOTE: At least ONE student during all “sale times” must have valid Washington State Food Worker Card. Food Worker cards cost \$10 and are obtained from the [Washington State Food Worker Course](#). Additionally, all food items must be prepared, stored, and handled in accordance with all relevant rules.

Sale – Service/Tangible Items

When selling a tangible item (e.g., t-shirts, flowers, candy, bake sale, concessions) or services (e.g., car wash), complete the Fundraising Sales Reconciliation form for tracking the sale of these items. Receipts (if used) for all revenue collected must be kept on file with the Reconciliation Form.

Fundraising for a Charitable Organization

Occasionally student groups are interested in organizing fundraisers for the express purpose of providing a donation to a charitable organization. Due to the restriction of gifting public funds, the program, club, or organization would not be allowed to use money from their club account for, but not limited to, seed money, advertising, purchases, or to make a donation. However, to support the goals of the program, club, or organization, arrangements can be made to conduct the fundraiser within the state and college guidelines. Programs, clubs, or organizations must fill out the Fundraising Activity Approval Application and submit it to Student Life for approval by the Vice President of Student Services.

Monitoring Your Budget

Information about the program, club, or organization’s budget will be available upon request. However, programs, clubs, and organizations must monitor expenditures and revenue received to avoid overspending or a revenue shortfall. Contact Student Life for more information regarding the program, club, or organization’s budget.

Bellingham Technical College does not discriminate on the basis of race, ethnicity, creed, color, sex, gender identity or expression, citizenship or immigration status, national origin, age, religion, disability, veteran or military status, sexual orientation, genetic information, the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, pregnancy, marital status, or any other characteristic protected by federal, state, or local law in its programs, activities, and services. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director for Human Resources Allison Mack, 360.752.8354, or hr@btc.edu. For Title IX/Section 504 compliance, contact: Vice President of Student Services Michele Waltz, 360.752.8440, or title9@btc.edu. Mailing address: 3028 Lindbergh Avenue, Bellingham, WA 98225. BTC publications are available in alternate formats upon request by contacting the Accessibility Resources office at 360.752.8576.



ASBTC / FOUNDATION FUNDRAISING DEPOSIT FORM

Program/Club/Org Name: _____ Activity Date: _____

Activity/Event: _____ Department Code: _____

Cash Handling Guidelines:

1. If your fundraising event will last longer than one day, please be sure to complete the count sheet at the end of each day.
2. Always have two people count the cash. After the cash is counted at the end of the day the counters should sign the count sheet certifying how much money was received for the day.
3. Make deposits as soon as possible. If the event runs over a few days, be sure to lock the money in a safe place.
4. Please keep track of the beginning till. At the end of the day, complete a separate count sheet for the "starting cash". This will be your beginning till for the following day.
5. Keep track of sales: Receipts or a tally sheet should be used to track sales.
6. The "starting cash" and sales revenue should be sealed in separate bank deposit bags.

COUNT SHEET		
Cash	Number	Amount
Hundreds		
Fifties		
Twenties		
Tens		
Fives		
Twos		
Ones		
TOTAL CURRENCY		
Coins	Number	Amount
Dollars		
Halves		
Quarters		
Dimes		
Nickels		
Pennies		
TOTAL COINS		
Checks		
TOTAL CHECKS		
TOTAL DEPOSIT		
Over		
Short		

Counted by: _____ Counted by: _____

