



## Fundraising Event / Activity Request Form

Request form, with appropriate approvals, must be submitted to the Foundation at least 60 days prior to the event or start of solicitations

### **General Information**

Form Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event/Activity Name: \_\_\_\_\_

Purpose of Event/Activity: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Event/Activity: \_\_\_\_\_ **OR** from \_\_\_\_\_ to \_\_\_\_\_

Proposed location of Event/Activity: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Attendance Fee: \_\_\_\_\_

Are any outside vendors to be used to solicit funds? If so, please list: \_\_\_\_\_

Expected Net Revenue: \_\_\_\_\_

Person in charge of Event and email: \_\_\_\_\_

How will the event be promoted: \_\_\_\_\_

Foundation Fund being supported: \_\_\_\_\_ F-Code: \_\_\_\_\_

Will you need the Foundation to create an **event/activity** registration **and/or** donation giving page: ☐ Yes ☐ No

### **Approvals**

Immediate Supervisor (Print Name & Title)	Signature & Date
College President or Designee (Print Name & Title)	Signature & Date

### **Foundation Office Use Only**

Date Received: \_\_\_\_\_ Accepted By: \_\_\_\_\_ Date of Response: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

### **Event/Activity Guidelines**

1. **Promotional Materials:** When creating promotional materials, submit materials to the Foundation Office for review. All fundraising materials shared with the community must be reviewed by the Foundation at least **five (5) days** prior to printing or publishing online.
2. **Legal Name:** When soliciting funds, only use the legal name of the Foundation – *Yuba Community College District Foundation*. Only use the Foundation's Tax ID number with the Foundation's legal name. Tax ID is 23-72222541. Do not refer to your program as a "Foundation", refer to it as a "Fund" of the Foundation. **For example:**
  - a. Correct: Funds raised will support the Yuba College DSPS Fund of the Yuba Community College District Foundation.
  - b. Incorrect: Funds raised will support the Yuba College Soccer Foundation.
3. **Facility:** Use appropriate on-campus facility use forms and procedures if the event/activity is being held on YCCD property. If using a non-YCCD location have any facility use forms made out to the Yuba Community College District Foundation and forward to the Foundation Office for review and approval. If deposits are required, submit a Foundation Requisition Form with the facility form. Use the Foundation's address on all documentation: 3301 E. Onstott Road, Yuba City, CA 95991. Do not use home or campus address.
4. **Food:** If food is being provided by an outside vendor, please make sure the Foundation has a copy of the agreement, made out to the Foundation. If a deposit is needed, please submit a Foundation Requisition Form with the Vendor Agreement.
5. **Alcohol:** YCCD Policy 3560 and Foundation Board Policy 5.01 requires that the use of alcohol at any event be approved by the YCCD Chancellor. If you plan to serve alcohol, please contact the Foundation Director to secure the necessary approval. Once secured a Daily Permit will be required from California's Alcohol Beverage Control. Again, please Contact the Foundation Director for guidance in obtaining a permit.
6. **Registration:** How will the event/activity registrations and/or donations be accepted? Online, through the mail, at the door? If online, please coordinate the creation of an online giving page with the Foundation Office. If using a third-party vendor to accept registrations or donations, forward a copy of the agreement to the Foundation Office for review.
7. **Thank You:** All participants in an event or activity need to be acknowledged. There are legal requirements and IRS regulations that must be adhered to for donors of \$250 or more, and participants in events with a cost of \$75 or more. Within one week of the event or activity ending, please submit a list of all participants, amount they paid, and their address or email address to the Foundation for formal acknowledgment.

**Yuba Community College District Foundation**  
3301 E. Onstott Road, Yuba City, CA 95991  
Email: [foundation@yccd.edu](mailto:foundation@yccd.edu)    [www.yccdfoundation.org](http://www.yccdfoundation.org)