

7.8.1P
FUND RAISING
REVIEWED: MAY 8, 1989
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REVISED: APRIL 14, 2009

1. Obtain and complete a Fund Raising Activity Form from the Office of Business Services. Student organizations must use equivalent forms and procedures available in the Student Affairs Office. A Fund Raising Activity Form (or equivalent forms from Student Affairs) must have final approval prior to the confirmation of use of District facilities (see next item).
2. Obtain and complete a Request For Use Of Facilities Form available in Community Education. It is the responsibility of the designated coordinator of the event to read, apply, and conform to all conditions outlined in the SRJC Use of Facilities form. Fund raising and benefit activities cannot interfere with regularly scheduled instructional activities (Section 7.6 Policy Manual).
3. Only individuals and groups raising funds for campus programs, scholarships and the like may use the name, sponsorship, logo or other traditional representations of the District or its campuses. Publicity using the name of the District and/or Santa Rosa Junior College must be coordinated with the campus Public Relations Office (Section 7.1.1 Policy Manual).
4. The soliciting of funds for commercial purposes during benefit or fund raising activities is prohibited unless specific approval from the Superintendent/President or his/her authorized representative has been obtained prior to the event (Section 7.8 Policy Manual).
5. A waiver of the "Facilities Use Fee" for campus personnel and non-profit groups may be granted place under the following conditions:
 - a. No set-up, special clean-up or supervision is required.
 - b. Use takes place during normal campus hours.
 - c. No activities of a commercial or profit-oriented nature take place.