MEMORANDUM

November 1, 2010

TO: College Community

FROM: Ann S. McDonald
Executive Vice President

SUBJECT: Reminder: College Fundraisers

Activities to raise money take place throughout the college on either a regular or sporadic basis. When such events occur, please comply with the following procedures:

1. Notification of fundraising efforts must be reported to Pat Dakota and include at least the following details: name of fundraiser, intent of fundraiser, time period for collections, and name of person responsible for the collections. (see attached form)

2. All collections, where possible, must be submitted by check.

3. If you find it necessary to collect cash, the cash collections must be deposited on a daily basis.

4. Collected checks and/or cash must be stored, AT ALL TIMES, in a college safe.

5. All student fundraising events will be coordinated through the Student Life Office (ext. 133) in compliance with their published policies and procedures.

6. The college WILL NOT be held responsible for lost or stolen checks and/or cash.

Contact Pat Dakota at ext. 103, with questions regarding this issue.

Thank you for your cooperation.