



College Fundraisers

Policy Statement

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 Student Life and Student Services and include at least the following details:
 - a. Name of fundraiser,
 - b. Intent of fundraiser,
 - c. Time period for collections
 - d. 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.**



Mount Wachusett
Community College

444 Green Street, Gardner, MA 01440-1000

TO: Student Services/Student Life

FUNDRAISER INFORMATION FORM

NAME OF FUNDRAISER:	
INTENT OF FUNDRAISER:	
TIME PERIOD FOR COLLECTIONS:	
PERSON RESPONSIBLE FOR COLLECTIONS:	

SUBMITTED BY: _____

DATE: _____

C: Campus Police Office
Student Accounts
Business Office
MWCC Foundation
File