



FUND-RAISING REQUEST GLENDALE COMMUNITY COLLEGE

GUIDELINES FOR CLUB SALES:

- Space reservation for your event must be facilitated through the Office of Student Life or the Student Leadership Center. Specific needs for your event must be set a minimum of three (3) weeks prior to your scheduled activity. Please make an appointment with Jeff Glemba 623-845-3529, Catherine Crawford 623-845-3525 or Connie Greenwell 623-845-4474 to discuss event specifics and confirm your event.
- Limit of one food sale per organization, per semester.
- Food sale: Has to be pre-approved by the college's food services manager and follow the County Health Department's Food Handling Guidelines – All food must be prepared and packaged in a commercial kitchen (a commercial kitchen is one that undergoes regular Health Department inspections). Detailed information is available in the Student Leadership Center.
- Club members must operate the sale. No outside organization is allowed to sell for a student organization without special permission from the Coordinator of Student Life & Leadership.
- Funds must be deposited in the appropriate GCC account immediately following the event.

CLUB/ORGANIZATION NAME:	ADVISOR/DEPARTMENT HEAD	PHONE/EXTENSION:
REQUESTOR:	REQUESTOR PHONE:	DATE(S) OF SALE:
# OF TABLES AND CHAIRS NEEDED: Chairs: Tables:	LOCATION PREFERENCE: <input type="checkbox"/> INSIDE <input type="checkbox"/> OUTSIDE (BREEZEWAY ONLY)	DO YOU NEED ELECTRICITY? <input type="checkbox"/> YES <input type="checkbox"/> NO
PRODUCT OR SERVICES TO BE OFFERED <input type="checkbox"/> FOOD PRODUCTS <input type="checkbox"/> NON-FOOD PRODUCTS <input type="checkbox"/> SERVICES	DESCRIPTION OF SALE:	
HOW WILL THE FUNDS BE COLLECTED AND DEPOSITED TO THE GCC/MCCCD BUSINESS SERVICES OFFICE?		
WHO WILL BE RESPONSIBLE FOR DEPOSITING FUNDS?		
SPECIAL REQUESTS OR COMMENTS?		
ACCOUNT NUMBER:		

APPROVALS:	
_____	_____
ORGANIZATION PRESIDENT OR OFFICER	ADVISOR OR DEPARTMENT HEAD
_____	_____
FOOD SERVICES MANAGER	COORDINATOR, STUDENT LIFE & LEADERSHIP

TO BE COMPLETED BY THE BUSINESS SERVICES OFFICE:		
DATE OF DEPOSIT _____	WHIZ TICKET # _____	DOLLAR AMOUNT _____