

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER S-12

REFERENCE: Board Rules: Ch. IX, Art. II, 9200	TOPIC: ASO Fund Raising Campaigns and other Collections with Outside Agencies
ISSUE DATE: May 17, 2011	INITIATED BY: Educational Services
CHANGES: Replaces Administrative Regulation E-36	DATE OF CHANGES:

1. Before entering a fund raising campaign with an outside agency, written approval must be obtained from the Chancellor of the District. The request shall include:
 - a. The purpose of the fund raising campaign.
 - b. Organizations that will participate.
 - c. Organizations or individuals that will benefit.
 - d. Method of solicitation or raising of funds.
 - e. Method of distributing funds raised.
2. All campaigns and collections shall be governed by Board Rules, Administrative Regulations, campus regulations and procedures, and appropriate ordinances of the City and County of Los Angeles.
3. A college may be permitted to hold college-wide fund raising campaigns each semester for projects initiated by the students that serve an educational objective. This is in addition to campaigns and collections approved by the Board of Trustees.
4. All drives or events that include the solicitation of contributions or memberships, the sale of merchandise; the collection of books, money or other items of value; or any other fund-raising techniques or activities shall be governed by these Regulations.
5. All funds collected will be deposited with the College Fiscal Administrator in the Business Office. Deposits in private banks are not authorized.