

SOLICITATION OF FUNDS

In order to collect money on campus you must complete this form and obtain a cashbox from the Cashier's Office in the Student Services Building.

This form must be completed 3 WORKING DAYS PRIOR to solicitation date.

ORGANIZATION/CLUB: _____

AREA REQUESTED: CAMPUS CENTER PATIO _____ FRIENDSHIP PLAZA _____

WEST CAMPUS _____ DATE: _____

HOURS: _____

REASON FOR SOLICITATION: _____

Please read policy and procedures listed before signing:

- a. Only student groups or departments at Santa Barbara City College may solicit funds or sell materials or services.
- b. No activities may interfere with classes.
- c. Tables must not disrupt traffic.
- d. Tables in use must not be left unattended and individuals are to remain behind them at all times.
- e. All monies collected must be deposited in the Cashier's Office (SS-150) the same day collected.

Signatures required (3 days prior to activity) are listed below:

STUDENT IN CHARGE: _____ PHONE: _____

FACULTY ADVISOR: _____ PHONE: _____

FINAL APPROVAL: _____
Student Program Advisor, office of Student Life (or designee)

DATE: _____

Calendared: _____

Table Ordered: _____