OTERO COLLEGE PROCESS
OCP 0-1 Process for Fundraisers

OCP REFERENCE NUMBER:

OCP 0-1

REVISED/REVIEWED ON:

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EFFECTIVE:

March 24, 2025

APPROVED BY:

Cabinet

REFERENCE(S):

JotForm: [Process for Fundraisers - JotForm](#)

APPLICATION:

This process outlines the procedures for hosting fundraisers and managing event payments at Otero College. All fundraising activities must receive initial approval from a supervisor, and Cabinet member for employees, or the Associated Student Government (ASG), followed by final approval from the Foundation Director.

BASIS:

The Otero College Foundation is proud to support the diverse programs and initiatives at Otero College through responsible and transparent fundraising efforts. As part of our commitment to enhancing the educational experience for our students, the Foundation welcomes proposals for fundraisers organized by individual programs.

This process establishes clear guidelines for how fundraisers must be conducted at Otero College and defines responsibilities for those involved. Additionally, it will outline the steps to get fundraisers approved.

The Foundation will facilitate accurate record-keeping for all donations raised, ensuring that both donors and organizers are informed and accountable. Additionally, we will assist with distribution of funds necessary to any purchases related to the fundraising activities, however, we do not coordinate these purchases.

It is important to note that while the Foundation supports program-specific fundraising proposals, we do not actively solicit donations distinctively for these events, nor do we plan or execute events on behalf of a program. Instead, our emphasis is on raising funds that

contribute to the overall mission of Otero College through individual donations or non-program specific events. Donors will have the ability to support specific programs through their contributions.

PROCEDURE:

For each fundraiser requested, a detailed proposal must be submitted outlining planned fundraising activities, including goals, timelines, a list of donors to solicit, anticipated expenses, and how the funds will support the overall mission of the college or a specific program.

Checklist for obtaining approval:

1. Employees should discuss the idea with their supervisor, and student club members should consult with ASG. Upon approval, the organizer will need to obtain a letter of support from their supervisor or ASG sponsor. This letter must be uploaded to the JotForm application.
2. The linked fundraiser JotForm must be filled out.
    a. The JotForm will be routed to the appropriate Cabinet member and then the Foundation Director, for review and approval.
3. The Foundation Director will notify the applicant within 5 business days if the request is approved or denied.

Cash box procedure:

1. Indicate on the JotForm if you need a cash box.
    a. This will notify the Cashier that the box is needed.
2. Check out the cash box through the Cashier's Office.
    a. Once approved a time will need to be scheduled with the Cashier to check out the cash box.
3. Upon completion of the event, the cash box will be returned to the Cashier.
    a. The Cashier will give the funds raised to the Foundation Director for deposit and allocations to the correct account(s).

Liquor License:

1. If you are planning to serve liquor, a license must be obtained from the City of La Junta by completing a special events permit application.
    a. Auxiliary Services will issue a letter to be delivered to the City. The organizer will request a check from the Foundation for the license.

Responsibilities:

1. Employees/Organizers:

    a. Responsible for submitting the Fundraiser Request Form, managing cash during the event, and ensuring compliance with College and Foundation policies.

    b. Responsible for the execution of the fundraiser requested.

        i. To clarify, the Foundation's role is to provide support for the financial transactions for events rather than to plan or execute them.

    c. Responsible for coming up with a plan to follow up with those that donated to the fundraiser.

        i. Thank you cards, plaques, etc.

        ii. Proof will need to be submitted to Foundation Director to ensure future Fundraiser approval.

2. Business Office:

    a. Responsible for allocating funds if transferred to the college from the Foundation.

3. Cashier:

    a. Responsible for cash box management before and after events, if necessary.

    b. Responsible for transferring the raised funds to the Foundation Director for deposit.

4. Foundation:

    a. Responsible for approval/denial of all campus fundraisers.

        i. Decisions will be made within 5 business days of receipt.

    b. Responsible for tracking incoming and outgoing funds.

Additional information:

1. All funds must be collected through the Foundation.

    a. Organizers cannot set up and use third party sites to collect funds. The use of third-party payment platforms such as Venmo, PayPal, or CashApp is strictly prohibited.

    b. Personal collection and reimbursement of funds are prohibited.

2. If not using a cashbox, all cash and checks must be turned in to the Foundation Director within one (1) business day of the end of your event.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.