

# ASWC CASH & CHECK DEPOSIT FORM

Cash and checks to be deposited into your ASWC club account must be turned into Andrea Kelly in the ASWC Office. Please email her to arrange a time to give her the money and **fill out items 1-5 on the form below before you arrive.**

## 1. General Information

Club or Organization: _____	Today's Date: _____
Club/Org. Account Number: _____	Source of Cash/Checks: _____
Primary Contact Person: _____	Email Address: _____

## 2. Currency to be Deposited

QUANTITY OF BILLS	X	DENOMINATION	=	TOTAL
	x	Ones (\$1)	=	
	x	Fives (\$5)	=	
	x	Tens (\$10)	=	
	X	Twenties (\$20)	=	
	x	Fifties (\$50)	=	
	x	Hundreds (\$100)	=	
<b>GRAND TOTAL:</b>				

## 3. Coins to be Deposited

QUANTITY OF COINS	X	DENOMINATION	=	TOTAL
	x	Pennies (1¢)	=	
	x	Nickels (5¢)	=	
	x	Dimes (10¢)	=	
	X	Quarters (25¢)	=	
	x	Half Dollars (50¢)	=	
	x	Dollar Coins (\$1)	=	
<b>GRAND TOTAL:</b>				

## 4. Checks to be Deposited

Quantity of Checks: _____	Total Value of ALL Checks: _____
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## 5. Total Deposit

\$ _____	+	\$ _____	+	\$ _____	=	\$ _____
<b>TOTAL CURRENCY (#2)</b>		<b>TOTAL COINS (#3)</b>		<b>TOTAL CHECKS (#4)</b>		<b>GRAND TOTAL</b>

## Club Representative Certification

On behalf of my club, I certify that the above is an accurate accounting of the funds being turned into the ASWC Office and I confirm the total amount that will be credited to our club account.

_____ Signature	_____ Date
_____ Name (Please Print)	

## ASWC Office Certification

On behalf of ASWC, I certify that the above is an accurate accounting of the funds being turned into the ASWC Office and I confirm the total amount that will be credited to the designated club account.

_____ Signature	_____ Date
_____ Name (Please Print)	

# ASWC FUNDS USED TO CONDUCT FUNDRAISER

Did you use any ASWC funds to conduct a fundraiser? For example, did you buy supplies to make items or advertisements? Did you buy food for an event? Did you pay for performers or tech support? If so, ASWC requires those expenses to be "paid back" to your account before you calculate your net funds raised. Please itemize below the ASWC funds used to conduct your fundraiser.

VENDOR	ITEM(S)	PURPOSE	COST
<b>TOTAL SPENT ON FUNDRAISER:</b>			

## Net Funds Raised

\$ _____	-	\$ _____	=	\$ _____
<b>Total Deposit (#5 above)</b>		<b>Total Expenses</b>		<b>Net Funds Raised</b>



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**ASSOCIATED STUDENTS OF WHITMAN COLLEGE  
OFFICE OF THE FINANCE CHAIR**

**Fundraising Policies and Procedures**

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**Internal Fundraising**

Internal fundraising is defined as events and/or campaigns aimed at raising money for use only by the club, for purposes such as club operating expenses, club events, and the purchasing of items specifically for use only by the club and its members. In such instances, the following policies exist:

1. Clubs must clearly specify to all donors that donations are being made for internal use by the student club.
2. All donation checks must be made out to the club and all fundraised monies (cash & checks) must be deposited into the organization's ASWC account no more than three business days after the completion of the fundraiser.
3. If donors request a receipt for their donation, you must contact the Development Office for assistance before accepting the donation.

**External Fundraising**

External fundraising is defined as events and/or campaigns aimed at raising money for organizations outside of Whitman College. In such instances, the following policies exist:

1. The organization receiving donated funds must be a recognized 501(c)(3) organization. Prior to the collection of any donations, clubs must submit documentation of the organizations 501(c)(3) status and a current W-9 for the organization to the ASWC Office for verification.
2. Clubs must explicitly specify to ALL donors that donations are NOT being made to Whitman College:
  - a. Solicitations via mail or email must include written explanation of the above.
  - b. Signage explaining the above must be present at fundraising events during which money will be collected in person from donors. Signs should be placed at the location at which money changes hands.
3. All donation checks must be made out directly to the outside nonprofit organization and such checks should be mailed to the nonprofit for them to process through their own accounting system.
4. Donors who request a receipt for their donation must be directed to the outside nonprofit organization to obtain documentation of their contribution.
5. All cash donations must be deposited into the club's ASWC account within three business days of the completion of the fundraiser. If funds are to be collected over a period of more than one day, clubs may coordinate with the ASWC Office to store their money bag in the safe when not actively needed.
6. The club must submit a request to the ASWC Office to have a check cut and sent to the outside nonprofit organization. The club must provide a letter to be sent with the check, articulating the following information:
  - a. the name of the donating club and its affiliation with Whitman College;
  - b. contact information for a student club representative;
  - c. the total of the donation;
  - d. the nature of the fundraiser used to collect money; and
  - e. the anticipated purpose of the funds.
7. All funds raised for outside nonprofit organizations must be donated to said organizations within the same Fiscal Year in which the money was raised. Cash deposits and requests for checks to be cut and sent must be turned into the ASWC Office no later than May 1.

**General Policies and Procedures**

1. All general college event policies (space reservations, food restrictions, security requirements, etc.) apply to fundraising events. Please contact the Student Activities Office for event planning information and assistance as soon as you begin planning a fundraiser.
2. ASWC funds may be used to conduct a fundraiser but must be paid back to your ASWC account before the net profits are used or donated. When depositing fundraiser proceeds, you must submit the following information:
  - a. an accounting of all ASWC funds used to conduct the fundraiser;
  - b. an accounting of the TOTAL monies collected and being deposited; and
  - c. the net total of the fundraiser (i.e. the total of "b" minus the total of "a").
3. No gifts may be given to donors in return for their donation, as it changes the tax implications of said donation. (This does NOT apply to fundraising sales, such as bake sales, care packages, auctions, etc.)
4. Fundraisers that involve alcohol in ANY WAY (including but not limited to auctions, wine tastings, and sales) must be coordinated through the Student Activities Office, in conjunction with Bon Appétit and Conferences & Events Office. A minimum of 3 months advance notice of such an event is required in order to obtain appropriate permits.
5. Net fundraised money is NOT subject to ASWC by-laws, and may be used at the discretion of your club, as long as all applicable college policies, as well as local, state, and federal laws are adhered to.
6. Clubs that deposit fundraised money into their ASWC accounts are responsible for keeping their own ledger of how much ASWC funds remain in their account and how much fundraised money remains.
7. ASWC allows clubs to request that fundraised monies leftover at the end of the Fiscal Year be rolled over to the next year, but they must submit such a request in writing to the Finance Chair at the time of their annual budget request. Failure to do so will mean permanent loss of the fundraised money.