

# ALLAN HANCOCK COLLEGE FOUNDATION RESTRICTED FUNDS AND SPECIAL PROJECT FUNDS

Fund/Project Purpose (*description*): \_\_\_\_\_

Department/Division: \_\_\_\_\_

Contact Name and Campus Extension: \_\_\_\_\_

**APPROVAL:** \_\_\_\_\_  
*Dean's Signature*
*Foundation Executive Director's Signature*
*Date*

Advisory Committee Members:

Name	Street, City, Zip	Phone	Campus Ext.

1. Name of responsible person(s) who is/are authorized to sign for expenditures from the fund:
  
2. Please explain your process for making decisions about the use of the funds.
  
3. Describe fundraising activities planned for the coming year (special events, publications, etc.).
  
4. Describe the fundraising activities you did last year.

*Deliver original to the foundation office - make a copy for your file*

# ALLAN HANCOCK COLLEGE FOUNDATION

## RESTRICTED FUNDS AND SPECIAL PROJECT FUNDS

### GUIDELINES

Restricted funds and special project funds are established to assist college programs, services or individual departments. Applications to set up such funds are made through the approval of the appropriate dean and the foundation executive director. The application will include: a statement of purpose, the names of the advisory committee members who will administer the fund, a list of projected activities planned, the person responsible for the activities, and the authorized signature for the expenditures. All fundraising activities where the funds will be deposited into the foundation must be reviewed and approved by the foundation executive director prior to the event planning.

**Advisory Committee:** An advisory committee made up of five or more faculty/staff and/or community members (at least two must be faculty/staff) are responsible for promoting interest in and administering the individual funds. The committee shall authorize one campus representative to sign requisitions for the expenditure of funds. The supervisor or dean of the area must sign off on all expenditures.

**Income/Expenditures:** All fund expenditures need to be requested in writing with the appropriate back-up documentation. All funds raised are separately identified and accounted for by the foundation. Moneys from general fundraising activities or donor contributions are placed in a Restricted Subfund or Special Project Fund. These are funds for a specific department or purpose where the intention is to expend the actual funds on deposit. These types of funds do not receive interest income. Funds through the foundation **cannot** be used to pay salaries, stipends, consultant fees, or payroll-related expenses. All depositing checks must be made payable to **Allan Hancock College Foundation**.

**Grant Applications:** All grant applications being submitted to other organizations and/or foundations that name the Allan Hancock College Foundation as the recipient of funds must have approval from the foundation executive director and the Director of Institutional Grants, prior to being submitted.