

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Fund Drives and Ticket Sales	<b>NUMBER:</b> 03-13AP
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	<b>SEE ALSO:</b> <ul style="list-style-type: none"> <li>• <a href="#">Board Policy 03-13: Fund Drives and Ticket Sales</a></li> <li>• Receipt Transmittal</li> <li>• Record of Gate Receipts</li> </ul>
<b>UPDATED:</b> 02/21/14	

Tallahassee Community College (hereafter TCC or the College) charges a general admission fee for intercollegiate basketball games held in the Bill Hebrock Eagledome. This process is consistent with other athletic programs at Florida College System institutions.

To allow registered student organizations and student teams to raise additional funding through drives and fundraising. All funds will be deposited into the respected agency account.

## A. Admission Fees

General admission ticket prices are \$3 for single games and \$5 for two or more games occurring on the same day. Children ages 12 and under are free. Individuals who pay admission receive a (numbered) ticket which assists the Athletics Department with tracking paid admission.

TCC students, faculty and staff receive free admission with a valid TCC ID. Free admission is also available for students enrolled at a University Center partner institution. Athletic event passes, such as the TCC Eagle Boosters, FCSAA Coaches Card, Panhandle Conference Athletic Directors pass, and TCC President’s Pass, are accepted.

## B. Disbursements and Deposits

The Director of Athletics requests a \$200 disbursement (referred to afterwards as startup) from the Athletics agency account prior to the first home game of the season. The \$200 startup is used

to provide customers with exact change at the admissions gate. After each home event ticket sales are reconciled using the Record of Gate Receipts form. All funds in excess of the \$200 start-up are deposited to the Athletics agency account via the Cashier's Office using the Receipt Transmittal form. All revenue from ticket sales, including the \$200 startup, is deposited in the Athletics agency account after the last home game of the season.

## **C. Fund Drives**

### Who Can Raise Funds/Solicit

- Student organizations must currently be in good standing with TCC in order to fundraise or solicit on campus.
- The student organization or club must have an Agency Account or a Foundation Account with the College.
- There must be a Treasurer or Financial Officer within the organization that keeps thorough and accurate records of income and expenses.
- Individuals are not allowed to raise funds or solicit on campus unless it is for the purpose of student government elections.
- If two student organizations are co-sponsoring a fund drive, they must complete separate Fund Drive Applications and submit them together. The event will not be approved until both are received.

### Fund Drive Application

- Student organization must submit a Fund Drive Application Form to the Involvement Coordinator ten (10) days in advance of the fund drive.
- If the fund drive requires use of campus facilities or tabling space, this must be reserved through the SLICE Office ten (10) days in advance of the fund drive.
- You will be notified via email from the Involvement Coordinator of your application status seven (7) days before the desired fund drive.

### Cash Handling

- The student organization must select one representative to handle money collection. This person must retrieve a lock-protected cash box from the Department of Campus and Civic Engagement.
- All cash collected must be kept in the cash box until it can be deposited successfully into the student organization's Agency or Foundation Account in a timely manner.

- After the fund drive, the Treasurer or Financial Officer must keep record of how much money was received, from whom, on what date, and for what purpose.