



**Cochise College  
Administrative Policy**

**Category: Students  
Policy Number: 4014  
Title: Student Accounts**

Students, clubs, or organizations shall deposit all income derived through student fund raising endeavors with the bursar. Persons, clubs, or groups desiring to make purchases from these funds shall make the request through the dean of student services or designee.

The college reserves the right, through the dean of student services, to evaluate and approve or disapprove all proposed student contests and fund raising activities.

**Procedure 4014.1  
Fund Raising**

All student organizations shall submit a request for approval of any proposed contest and/or fund raising activity via email. Requests shall be submitted through the advisor of the organization, to the student government association, the dean of student services and the Cochise College Foundation. The fund raising request shall include a description of the activity, specific donors to be contacted, if applicable and a proposal as to how the funds raised will be used.

The proposal must be submitted a minimum of 15 days in advance of the proposed activity.