

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 29.0
Procedure Title: Assigning PACfest Fundraising Items
Relevant Board Policy: [F.5.3 Student Fund Raising \(Policy\)](#)
Originating Unit: Student Life
Maintenance Unit: Vice President Student Success

- I. Purpose: The following procedure is to outline the process for assigning PACfest fundraising items. This procedure is to ensure that the fundraising items at PACfest, Palo Alto College's official Fiesta® event, are assigned in a fair and transparent manner. The following procedure outlines the process for assigning fundraising items at PACfest for Palo Alto College Registered Student Organizations, Palo Alto College faculty and staff organizations, and approved departments within Palo Alto College.

- II. Procedural Statement: Each year the PACfest fundraising items will be assigned to Palo Alto College Registered Student Organizations, faculty and staff organizations, and departments using a lottery system. The process will be implemented as follows:
 - A. A representative from each Palo Alto College Registered Student Organization, faculty and staff organization, and department wishing to sell items during PACfest will be invited to attend the PACfest fundraising items assignment meeting scheduled by Student Life and the PACfest Committee. This meeting will take place each spring semester prior to PACfest.
 - i. Each organization or department will need at least one representative at the meeting. An individual cannot represent more than one organization or department.
 - ii. Organizations will be permitted to send a proxy if a representative from the organization or department is unavailable.
 - B. Student Life will notify Palo Alto College organizations and departments of the meeting date, time, and location at least four to six weeks before the meeting takes place.
 - C. The following information will be made available prior to the meeting:
 - i. a description of the items needed to be purchased to operate the booth
 - ii. an estimate of the number of people needed to operate the booth
 - iii. the cash out amount for the group(s) that sold the item(s) in the booth during the previous year's PACfest (if available)
 - iv. guidelines required for booths and items sold
 - D. Each organization must complete a PACfest fundraising application in order to attend the meeting.

- E. During the meeting a representative from each group will draw a number. The numbers will range from 1 to the total number of organizations present and/or fundraising items available.
- F. Representatives will not be permitted to sell or trade numbers.
- G. The representative who selects number 1 will be the first to select an item for his or her organization from the pre-approved items list, the representative who selects number 2 will be the second to select an item for his or her organization from the pre-approved items list, and so on until all representatives have selected an item to sell for her or his PACfest booth.
- H. Each organization must have enough funds in its agency account(s) to cover the cost of the selected fundraising item and/or have means to ensure that the organization can cover the cost of purchasing the selected fundraising item.
- I. Organizations may choose to sell items not presented at the meeting with the approval of the PACfest Committee.
 - i. If organizations or departments are submitting a different option from the pre-approved list presented during the meeting, they are encouraged to select a second option in case the PACfest committee does not approve the new proposed booth item.
- J. If an organization fails to send a representative to the meeting but would still like to sell items during PACfest, then that organization will be added to a waitlist on a first-come-first serve basis. If there are any fundraising items available, Student Life will notify the organizations on the waiting list.
- K. Organizations will not be allowed to select booth locations. The location for each booth is determined by the PACfest Committee.
- L. Organizations are permitted to work in teams and share a booth. All profits must be distributed evenly among groups.
- M. Booths selling the same items must sell the items at the same price.
- N. Organizations granted booths at PACfest must stay for the entire event.
- O. Food booths are required to pass health and fire inspections.

Issued: March 28, 2016

Approved: (signed: Dr. Mike Flores)
President