In order to collect money on campus you must complete this form and obtain a cashbox from the Cashier’s Office in the Student Services Building.

This form must be completed 3 WORKING DAYS PRIOR to solicitation date.

ORGANIZATION/CLUB:____________________________________________________________

AREA REQUESTED: CAMPUS CENTER PATIO_____ FRIENDSHIP PLAZA_____ W

WEST CAMPUS _______ DATE:________________________

HOURS:_______________________________

REASON FOR SOLICITATION:_______________________________________________________

Please read policy and procedures listed before signing:

a. Only student groups or departments at Santa Barbara City College may solicit funds or sell materials or services.

b. No activities may interfere with classes.

c. Tables must not disrupt traffic.

d. Tables in use must not be left unattended and individuals are to remain behind them at all times.

e. All monies collected must be deposited in the Cashier’s Office (SS-150) the same day collected.

Signatures required (3 days prior to activity) are listed below:

STUDENT IN CHARGE:_______________________________ PHONE:______________________

FACULTY ADVISOR:_______________________________ PHONE:______________________

FINAL APPROVAL:_________________________________________________________________

Student Program Advisor, office of Student Life (or designee)

DATE:_______________________

Calendared:____________________________ Table Ordered:_____________________________