

Cash & Check-Handling Guidelines

To ensure the safety of your registered student organization members, your attendees, and the greater campus community, we have implemented a few guidelines for cash and check-handling at your event or meeting.

Required Staffing

Dedicated staff is required when there are funds collected at an event held in the Student Union or other ASUCLA facility. This staffing is not eligible for ASUCLA Student Union Event Fund monies (formerly Waiver Pool).

- For events involving < \$1,000 in cash/check/merchandise combined:
 - One dedicated House Staff at collection site
 - Student group member required at collection/sales table
- For events involving \$1,000 to \$2,000 in cash/check/merchandise combined:
 - One dedicated professional event staff (CSC staff) at collection site
 - Student group member required at collection/sales table
- For events involving ~\$2,000 or more in cash/check/merchandise combined:
 - Dedicated UCPD officer at collection site
 - Student group member required at collection/sales table

Cash Drop for USA / GSA

All funds collected must be deposited into the ASUCLA Main Cashier's Office (MCO) drop box with a completed Cash Drop Detail form. This will ensure that the money remains secure.

- The Student Group must submit a completed Cash Drop Detail Form to Student Union Event Services at least two weeks prior to the event.
- The dedicated House Staff/ CSC Staff/ UCPD Officer will escort the student group representative to the MCO to make the drop.
- MCO will count the money collected. Student Government Accounting (SGA) will deposit the funds into the appropriate USA/GSA account.
- Please contact SGA directly for inquiries regarding cash count, etc.

Cash Collection for Non-USA/GSA Registered Student Groups

- The Student Group must inform Student Union Event Services at least two weeks prior to the event if they are to collect funds at their event.
- Optional methods of fund collection:
 - Via group account on www.wepay.com, or similar site.
[Note: Personal laptops are inherently unsecure leaving others' personal data vulnerable. Thus, they will not be allowed for online donation collections]
 - Check/ Cash box.
 - The student group may deposit the cash in their student group account ATM (UCU, B of A, etc).
 - If no ATM is available, group is allowed to take the funds with them to deposit at a later time.

Charities

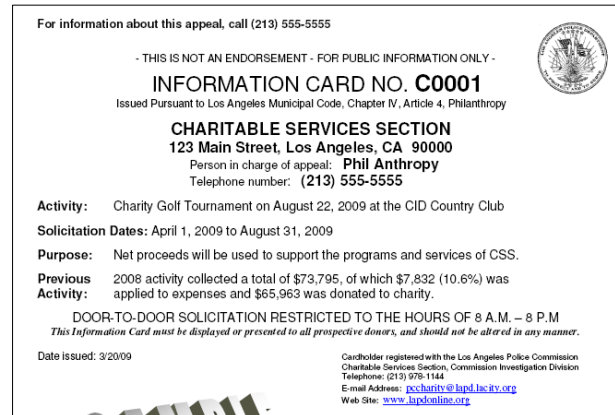
All charities that participate in or attend your event must carry the Information Card issued by the Los Angeles Police Commission Charitable Services Section. The Information Card (sample below) provides important information to the donor so they may make an educated decision whether to support that organization.

If a representative from the charity will be attending the event and collecting the donations themselves:

- No student group member or ASUCLA staff will be allowed to assist in collecting funds.
- They may be exempt from the Required Staffing clause.
- Charity representative must handle all donations independently.

If your student group is collecting donations on behalf of a charity:

- Student group member must present an official document from that charity granting your student group permission to raise funds on the charity's behalf at the event in question.
- The funds collected will be deposited into your SGA account marked for that specific charity. Requisitions for this money will only be approved if it is for a check issued to that charity.



Merchandise Sales

ASUCLA, as a rule, will not permit sales of merchandise at events that directly compete with existing endeavors. Furthermore, sales of other items may be prohibited for other reasons. All sales must be approved in writing by the Student Union Event Services Division Manager. In such instances where sales are permitted, ASUCLA may require all sales be transacted through ASUCLA staff.

- If your organization wishes to sell merchandise, submit a detailed list of the items to be sold, along with their prices and quantities, at least two weeks before your event date.
- If a third party vendor wishes to sell merchandise, submit a detailed list of the items to be sold, along with their prices and quantities, at least two weeks before your event date. Vendor must handle all sales themselves. No student group member or ASUCLA staff will be allowed to assist. Depending on the number of vendors participating and the total merchandise/fund amount on site, the vendor(s) may be exempt from the Required Staffing and/or Cash/Check Drop clauses. If a commission is charged by ASUCLA, we will accept the commission in cash; however, Vendor must count the funds.
- Waiver Pool-funded events must reimburse Waiver Pool 15% of the gross sales. Should the entire POOL disbursement be paid back, 5% of additional gross sales will be deposited to POOL for future events.

Events Bearing Admission

The UCLA Central Ticket Office (CTO) manages the sale/distribution of tickets for all ticketed events in UCLA-managed venues. Fees charged include an Administrative Fee and Direct Charges as they apply to the event. The student group must complete the CTO Special Event Setup Information Sheet no later than two weeks prior to the date on which you would like ticket sales to begin.

Events charging admission to students and/or non-students may qualify for Waiver Pool subject to the following: POOL must be reimbursed 20% of the gate sales. Should the entire POOL disbursement be paid back, 10% of additional gate sales will be deposited to POOL for future events. This stipulation applies to admission fees for students and non-students.