

## Off-Campus Alcohol Use

AP 3501

The purchase of alcohol for college or District-related use off District property is restricted to fundraising or other college-sponsored activities that directly benefit Foothill and De Anza colleges for the Foundation ("*fundraising events*") (Business and Professions Code §25608(a)(10)) and to *special events* approved by the District Chancellor and permitted by the Governing Board. (§25608(a)(15)) Any reimbursement for costs incurred must come from approved Foothill-De Anza Community Colleges Foundation accounts for Foundation *fundraising events* and from approved self-supporting ancillary funds for *special events*. (See AP 3500 for procedural details.) Alcohol for Foundation, District or college sponsored activities cannot be served to or by any individuals who are less than 21 years of age. Any off-campus, college sponsored activity that includes the serving and/or purchase of alcohol, must have identified one member of the college or district staff or faculty as the person responsible for the event. **District ProCards may not be used to purchase alcohol.** Reimbursements for the purchase of alcohol for off-campus events must be made by check requests from Foundation accounts for *fundraising events* and from approved ancillary accounts for district Governing Board and Chancellor approved *special events*. The name of the person responsible for the event must be indicated on the check request. All check requests submitted for alcohol purchase must be approved by the appropriate college president or the district Chancellor for *fundraising events* and by the district Chancellor for *special events*.

*See Board Policy 3500 Alcohol on Campus*

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