



Application to Request Public Support

NAME OF GROUP/CLUB MAKING REQUEST: _____

PERSON IN CHARGE OF FUNDRAISING ACTIVITY: _____

RELATIONSHIP TO RCTC: _____

PURPOSE OF FUNDRAISING ACTIVITY/USE OF FUNDS:

AMOUNT EXPECTED TO RAISE: _____

PROPOSED DATES OF EFFORTS: _____

ANTICIPATED FUNDRAISING EXPENSES:
_____ FOR: _____
_____ FOR: _____

List all publics to be contacted: (including staff, students, businesses, etc.)
Include attachment if necessary _____

Signature: _____ Date: _____
Club President/Officer

Signature: _____ Date: _____
Faculty Advisor or Athletic Director

Signature: _____ Date: _____
Student Life Coordinator

Signature: _____ Date: _____
Chief Student Affairs Officer

Signature: _____ Date: _____
Foundation Director

This form is to be completed prior to engaging in any fund-raising activity. It should have all necessary signatures and filed with the RCTC Foundation Office – Heintz Center – HC 120.

IRS regulations require all donated gifts of cash, securities, services and property valued at \$250 or more must be reported. Please notify the RCTC Foundation if you received any gifts that meet this criterion.

MnSCU Policy 7.7.1 requires the College to maintain a list of gifts and grants with a value in excess of \$5,000. To comply with this requirement, MnSCU Procedure 7.7.1 *Gifts and Grants Acceptance Reporting Form* must be completed and submitted to the RCTC Foundation Office for recording purposes.
