

Application to Request Public Support

This form is to be completed and filed with the RCTC Foundation Office at least five working days prior to the date of the event. If approved, a copy of this form must be available at the event/activity. The RCTC Foundation recognizes individual departments, organization, teams, clubs and other groups have need for occasional fundraising activities ; however, multiple and overlapping solicitations to the same constituents may have unintended negative consequences. All such efforts shall be executed with the approval of the Foundation Office to ensure that proper oversight is achieved.

Name of Club/Organization/Program Making Request: _____

Advisor Name for Club/Organization/Program: _____

Advisor Contact Information for Club/Organization/Program: _____

Student President Name for Club/Organization/Program: _____

Student Contact Information for Club/Organization/Program: _____

Type of Fundraising Activity (i.e. raffle, car wash, candy or restaurant sales, etc.) Note: Bake Sales are prohibited, and gambling is illegal without approved permit (Minn. Stat. Ch. 349).

Date/Time of Fundraising Activity: _____

Purpose of Fundraising Activity/Use of Funds That Would be Supported and/or Accomplished. Note: *Fundraising, including start-up and incidental expenses, may not be used directly or indirectly to raise funds for purposes that are not student activities.*

Amount Expected to Raise: _____

Anticipated Fundraising Expenses:

\$ _____ for: _____

\$ _____ for: _____

Are you planning any solicitation or off campus sales in order to conduct your event? Yes No

List specific individuals, groups, businesses, or organizations to be contacted: (i.e. staff, students, corporations, foundations, etc.) *Include attachment if necessary.*

Signature of Club President/Officer: _____ Date: _____

Signature of Faculty Advisor or Athletic Director: _____ Date: _____

Signature of Director of Student Life: _____ Date: _____

Signature of Vice President of Student Affairs: _____ Date: _____

Signature of RCTC Foundation Director: _____ Date: _____

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.