



## Fund Raiser Request Form

East Grand Forks       Thief River Falls

<b>Club/Organization/Team</b>
-------------------------------

<b>Fund Raiser Title</b>
--------------------------

<b>Date (s)</b>	<b>Time</b>	<b>Contact Name</b>
-----------------	-------------	---------------------

<b>Location</b> <input type="checkbox"/> <b>On Campus</b> (Describe specific location below) <input type="checkbox"/> <b>Off Campus</b> (See note below for information that must be submitted, plus describe travel arrangements in space provided)  If off campus, indicate location _____ .
--

**Please check for required documents:**

- Requests for fund raisers must be approved prior to conducting the Fund Raiser.
- Attach a detailed description of the Fund Raiser. (Include who, what, when, where, and why)
- Include a detailed description of how the revenue or resources associated with the Fund Raiser will be spent.
- Attach a copy of purpose or mission of organization which describes fund raising is an approved activity of the group.
- Waiver of Liability forms must be completed for all off campus travel and other applicable events.
- If traveling out of MN, Student Out-of-State Travel form must be completed and attached listing student participants which require the approval of the College President.
- If fund raiser involves food, Special Expense form must be completed prior to encumbrance.
- NCTC policies are applicable during on and off campus Fund Raisers.
- Participation of a college representative maybe required depending on the nature of the event.
- Contact the Foundation prior to making direct asks to businesses.
- If conducting a bake sale, see policy 8030 Fund Raising for details.
- If selling items for fund raiser, must obtain approval from the Chief Financial Officer.
- If using college logo or likeness, must obtain approval from the Marketing Director.

<b>Special Equipment/Set-Up Requirements</b>
--

\_\_\_\_\_  
Student Life/Senate Advisor      Date

\_\_\_\_\_  
Facilities Director (On Campus Activity)      Date

Check to add to "Northland Now"

\_\_\_\_\_  
Dean of Students or Designee      Date

\_\_\_\_\_  
Food Service (On Campus Activity)      Date

\_\_\_\_\_  
Dean of Academic Affairs (Field Trips only)      Date

\_\_\_\_\_  
Club/Organization/Team Advisor      Date

\_\_\_\_\_  
Chief Financial Officer (If applicable)      Date

\_\_\_\_\_  
Marketing Director (If applicable)      Date

**Please submit form to:**      **EGF Campus** - Reception Desk      **TRF Campus** – Office 451

**College representatives are expected to do their best due diligence to ensure a safe and educational experience.**

**For Internal Use Only**

- Place event information on TV Monitors. (Develop powerpoint slide and send to marketing director to post.)
- Email event information to Students and Employees. (Furnish a summary of event to front receptionist (EGF) or Jason Pangiarella (TRF))
- PDF copies to: Facilities Director (On Campus Events only)