



Fund Raiser Request Form

East Grand Forks Thief River Falls

Club/Organization/Team

Fund Raiser Title

Date (s)	Time	Contact Name

Location
 On Campus (Describe specific location below)
 Off Campus (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, Out-of-State Travel/Special Expense form must be completed and attached listing student participants which require the approval of the College President.
- If fund raiser involves food, Special Expense (Out-of-State Travel/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 selling items for fund raiser must obtain approval from the Chief Financial Officer.
- If using college logo or likeness must obtain approval from marketing director.

Special Equipment/Set-Up Requirements

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)