



Request for External Support

*This form is to be completed **prior to** engaging in any fundraising activity or request. Any employee, student, alumnus, or other person that requests monetary funds or donation of items on behalf of the college or Foundation must complete this form, secure appropriate approvals and file the form with the Foundation.*

Program/Department/Student Club: _____

Contact person: _____ Contact phone: _____

Type of fundraising activity (i.e. raffle, sales, etc. - note: raffles or other types of gambling activities are illegal without prior approved permit from the state):

Purpose of fundraising activity or use of funds (Fundraising may not be used directly or indirectly to raise funds for purposes that are not student activities or activities that directly benefit the college)

Amount anticipated to raise: \$ _____ Proposed date(s) of efforts: _____

Anticipated fundraising expenses (description and amount): _____

Source of payment for fundraising expenses: _____

Individual(s) or company name(s) to be solicited (include attachment if necessary):

Authorization

Program supervisor/Club Advisor signature: _____ Date: _____

Dean or Vice President signature: _____ Date: _____

President: _____ Date: _____

Foundation Director signature: _____ Date: _____

Please send or email completed form to the Foundation. The Foundation will contact you regarding approval to move forward with your request. Please call 507-453-2663 with any questions.

Please notify the Foundation if you receive any gifts of cash, securities, services and property if the value meets or exceeds the IRS reporting threshold by completing a Donation and Gifts Acceptance Form.

Request approved

Request approved with changes

Request denied

Comments:

Processed by Foundation: _____ Initials _____ Date