**Club/Organization Fundraising Activity Proposal Form**

**Club/Organization Name:** Click here to enter text.

**Club Advisor(s):** Click here to enter text.

**Date:** Click here to enter text.

**Name of Fundraising Activity:** Click here to enter text.

**Description:** Click here to enter text.

**Will you be soliciting donations? Yes** **[ ]  No** **[ ]**

 **If yes, have you contacted the SCTCC Foundation? Yes** **[ ]  No** **[ ]**

**What companies/ individuals are you planning to solicit for donations?**Click here to enter text.

**Date(s) of Proposed Event:** Click here to enter a date.

**Club/Organziation Cost Center (Fundraising Account/Unsubsidized):** Click here to enter text.

**# of Students Involved:** Click here to enter text.

**Proposed Use for Funds:** Click here to enter text.

**Expected Net Funds $:** Click here to enter text.

**Is a campus room reservation needed? ❑ Yes ❑ No**

**If yes, please have your club advisor reserve the room for this event.**

**Write the reserved room number here:** Click here to enter text.

**Is special equipment (computer, projector, microphone, etc.) needed for this event? ❑ Yes ❑ No**

**If yes, please have your club advisor reserve needed equipment along with the room reservation.**

**What equipment is needed?** Click here to enter text.

**Are tables and chairs needed for this event? ❑ Yes ❑ No**

**If yes, please have your club advisor contact Maintenance to submit a request.**

**How many tables and chairs are needed?** Click here to enter text.

**Person(s) Making Request:** Click here to enter text.

**Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**❑ As club advisor, I hereby certify that this club/organization fundraising activity is in compliance with all SCTCC, Minnesota State, Department of Finance, and State of Minnesota policies and laws.**

**\*This form must be completed and submitted at least 10 business days prior to the suggested start date of the activity\***

 **(For Office Use Only)**

**Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Campus Life Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**

**Fundraising Activity**

**General Policies and Procedures**

1. Club/Organization discusses and decides what type of fundraising activity they would like to conduct.
2. Before organizing any fundraising activities, the club/organization must complete the Fundraising Activity Form and submit it to the Campus Life Director **at least 10 business days prior to the suggested start date of the activity**.
3. What qualifies as “Fundraising?”
* Funds raised by a student club/organization that directly benefits the club, organization, or college.
1. What are the Fundraising Policies and Procedures?
* All fundraising activities must be in compliance with all SCTCC, Minnesota State, Department of Finance and State of Minnesota policies and laws.
* Club advisors are responsible to research compliance issues with any existing or proposed fundraising activity. This will avoid any unnecessary delays in the approval process.
* All proceeds collected via fundraising, personal investment, or gifts must be deposited into the club accounts and follow all financial procedures outlined by the college.
* Dispersal of proceeds must go to a pre-approved benefactor(s) or designee(s) as stated in the fundraising proposal.
* Funds cannot be dispersed directly to individuals.
* While student clubs/organizations are encouraged to conduct fundraising activities, this does not imply SCTCC endorses the activity.
* Student Life (subsidized) funds cannot be used as seed money for fundraising activities.
* Any receipt of funds to individuals, including scholarships, is subject to state and federal income tax laws and can impact individual’s financial aid.
1. What are the Fundraising Policies and Procedures regarding travel?

Clubs that fundraise for off-campus events may be faced with unique situations that don’t fall under the prescribed timelines stated in the policies above. For example, deposits may be required for airline tickets, lodging, and conference registration well before a fundraising strategy can be developed or employed. The following protocols have been developed to help answer your questions in these unique situations.

* All expenditures for club travel, event, or conference programs must be disseminated from club accounts to pre-approved vendors associated with the activity.
* Individual club members are allowed to use personal funds to pay for partial or total travel or event costs in advance. Again, these funds are deposited into and disbursed through the club accounts.
* Individual club members are allowed to fundraise via pre-approved club fundraising activities to pay for partial or total travel or event costs. These funds are deposited into and disbursed through the club accounts.
* Individual club members who didn't use personal funds to pay for partial or total travel or event costs are ineligible for any refunds. Any funds returned or unused will become the property of the sponsoring student organization.
* Individual club members who deposited personal funds into club accounts in order to pre-pay travel and/or event costs may be eligible for refunds up to the amount of personal funds deposited. Refunds may be considered for under the following circumstances:
1. Individuals may fundraise to offset cost of personal investment.  Any funds raised above and beyond trip costs are club funds and can only be used for activities benefitting the entire club.
2. In the event a club member is unable to participate, a refund will be given minus expenses due to cancellation fees and related surcharges.
3. Refunded airfare vouchers will be forfeited and remain the property of the sponsoring student organization.
4. In the event the trip is cancelled, refunds will be provided minus expenses due to cancellation fees and related surcharges.

**Fundraising Activity Checklist**

Prior to submitting the Club/Organization Fundraising Activity Proposal Form, here are key items to consider:

* Does the fundraising activity comply with all College, Minnesota State, and Department of Finance Policies and State of Minnesota laws?
* Does the fundraising activity have a direct correlation between the student club/organization and the proposed benefiting agency or activity? (i.e. does this fundraising activity align with the club/organization’s mission/purpose?)
* Is the fundraising activity student led and independent of any off-campus agency?
* Is the Club/Organization Advisor(s) aware of this fundraiser and signed the Fundraising Form?
* Is the fundraising activity feasible? Does the respective club/organization have the resources to fully conduct the activity?
* Is the proposed budget realistic? Will the proposed proceeds cover and exceed the suggested expenditures?
* Are campus resources (campus room/facilities, equipment, etc.) needed and available to conduct the activity? If yes, have you worked with the Club/Organization Advisor to reserve campus room(s) and equipment?
* Has the fundraising proposal considered and allowed for necessary charge backs for campus facilities and/or resources?
* Does this activity duplicate another, existing activity on campus? (i.e. is another club/organization planning to conduct/already conducting this activity or one very similar?)
* Does this activity conflict with existing, on-campus Auxiliary Services (i.e. SCTCC Book Store, Consolidated Management, Inc., or the Coffee Shop)?