

## APPLICATION TO REQUEST SUPPORT FROM THE PUBLIC

The use of Anoka-Ramsey Community College's name (Cambridge Campus OR Coon Rapids Campus) and solicitation from the public for support cannot interfere with the resource development plans of our campus foundations. Coordination and approval of fundraising activities is imperative. The internal coordination of requests to solicit the public prevents repeated solicitation of the same businesses, organizations, and individuals. It allows for appropriate thank you and recognition programs and also assists the foundations in meeting the prioritized needs of the entire college and not just those of individual areas.

According to ARCC Policy 8A.2 *Sale of Goods and Fund-Raising Activities*:

### **Sales**

*The selling of any item for profit on the campus or sales off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the President. (The form may be obtained from the President's Office or from N:\ARCC Public\Forms.) Exemptions to pre-approval include the following:*

- *Auxiliary Enterprises*
- *Sale of tickets for college plays, music events, and other college productions related to academic programs*
- *Admission to athletic events*
- *Foundation raffles or other foundation fund-raising tickets*

### **Fund-raising Activities**

*The selling of any item for fund-raising purposes on the campus or off the campus by staff or students representing the college requires prior approval in writing from the appropriate supervisor or dean, the foundation director, and the college President. The sales cannot interfere with the resource development plan of the college foundations.*

Further, according to ARCC Policy 8A.1 *ARCC Foundations and Donations to the Foundations*:

### **Acceptance of Donations**

*The President may receive and accept donations on behalf of the college and/or the foundation(s) and will clearly elicit from the donor which entity is the intended recipient of the gift. The foundation may receive and accept donations on behalf of the foundation. Unless otherwise so expressed in terms of the donation, the foundation shall determine the use of such donations. Donations of real property to the college require Board approval prior to acceptance (see MnSCU Board Policy 7.7).*

### **Solicitation**

*The solicitation of donations, the sale of goods, or any other fund-raising activity on behalf of the college by any individual or group other than the foundation requires prior approval, in writing, from the President."*

According to MnSCU Board Policy 5.15 *Fund-raising Part 3. Gambling*:

*Except as provided in this policy, no gambling or betting (as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76) is allowed on college, university or system property. Raffles are not prohibited by this policy if:*

- The raffle is conducted by a college, university, or system office, or related groups; and*
- Prizes are donated by an individual, firm or other organization such as foundations and auxiliary boosters; and*
- The raffle meets the requirements of Minnesota Statutes section 349.166.*

**Therefore, no solicitation or fund-raising activity can begin on either ARCC campus without prior approval from the college President. Requests to solicit must follow the guidelines listed below:**

1. Complete Section A of this application no later than three weeks prior to the proposed event.
2. Await full and complete notification of approval prior to beginning any solicitation.
3. Deposit any funds raised daily in the Business Office. (See Business Office for account information).
4. Complete Section C of this application no later than two weeks after the event.



**ANOKA-RAMSEY**  
COMMUNITY COLLEGE

CAMBRIDGE · COON RAPIDS

**SECTION A: (Must be completed and submitted no later than three weeks prior to proposed event.)**

Group/Division Making Request: \_\_\_\_\_

Name of Person Submitting Request: \_\_\_\_\_

Contact Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ Date: \_\_\_\_\_

Type of Solicitation (describe fully: event, sales, request, gift-in-kind, etc.): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Proposed Date of Event: \_\_\_\_\_

Target Public: \_\_\_\_\_

Recipient(s) of Funds Raised \_\_\_\_\_

Anticipated Amount to be Raised: \_\_\_\_\_ Anticipated Expense: \_\_\_\_\_

Other Avenues of Support Explored: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\*\*\*\*\*

**SECTION B:**

Department Budget Amount: \$ \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Foundation Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

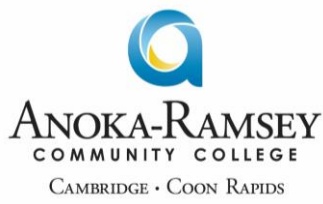
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The above request is: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Comments: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- CC: Executive Director of Foundation
- Dean
- Director of Fiscal Services
- Applicant



**SECTION C: (Complete and submit to the Foundation Office no later than two weeks after event.)**

Event Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Raised (attach deposit receipt): \_\_\_\_\_ Actual Expenses: \_\_\_\_\_

How did this benefit the College? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend a similar event in the future?

\_\_\_\_\_ Yes \_\_\_\_\_

No

Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Executive Director of Foundation