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 at 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 Minnesota State 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 Minnesota State 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:

a. The raffle is conducted by a college, university, or system office, or related groups; and
b. Prizes are donated by an individual, firm or other organization such as foundations and auxiliary boosters; and

c. 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.

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: ____________________________________________

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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 Servicer
    Applicant

Updated 8/1/2019