



**APPLICATION TO REQUEST PUBLIC SUPPORT**

Name of group/club making request: \_\_\_\_\_

Person in charge of fundraising activity: \_\_\_\_\_

Relationship to HTC: \_\_\_\_\_

Purpose of fundraising activity/use of funds:  
\_\_\_\_\_  
\_\_\_\_\_

Amount expected to raise: \_\_\_\_\_

Proposed dates of efforts: \_\_\_\_\_

Anticipated fundraising expenses:  
\_\_\_\_\_ for: \_\_\_\_\_  
\_\_\_\_\_ for: \_\_\_\_\_

List all that will be contacted including staff, students, businesses, etc. *(include attachment if necessary)*:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Club Officer)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Club or Organization Advisor)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Director of Student Life)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Foundation Director)*

This form is to be completed prior to engaging in any fund-raising activity. It should have all the necessary signatures and filed with the HTC Foundation Office.

IRS regulations require all donated gifts of cash, securities, services and property valued at \$250 or more must be reported. Please notify the HTC Foundation if you received any gifts that meet this criterion. MnSCU Policy 7.7.1 requires the College to maintain a list of gifts and grants with a value in excess of \$5,000. To comply with this requirement, MnSCU Procedure 7.7.1 *Gifts and Grants Acceptance Reporting Form* must be completed and submitted to the HTC Foundation Office for recording purposes.