Fundraising Form (How to complete it):

We would like the forms to be completed 2 weeks prior to the start of the fundraiser. *If you want to promote the fundraiser you will need to complete the form and be approved before you can promote/marketing the fundraiser.*

Step 1: Locate the Form:

The form is found on the Ridgewater College website (www.ridgewater.edu/fundraising):

Ridgewater Club Fundraising Process

1. Please have your Club Advisor complete the Fundraising Activity Approval Form. ☐

2. The President, Director of Foundation and the Student Senate Advisor review the fundraiser request.

3. Once reviewed, notification regarding the status of the request is sent to the club advisor.

Click on the "Fundraising Activity Approval Form"

Step 2: Login to the form using StarID and password.

Fundraising Activity Approval Form

StarID Authentication

To view and complete this form you must log in with your StarID credentials.

If you do not know your StarID credentials please contact your school's help desk.

StarID:

[*]

StarID Password:

[*]

[Verify Credentials]

Step 3: Complete the form. (when you log in there will be some areas that auto populate).
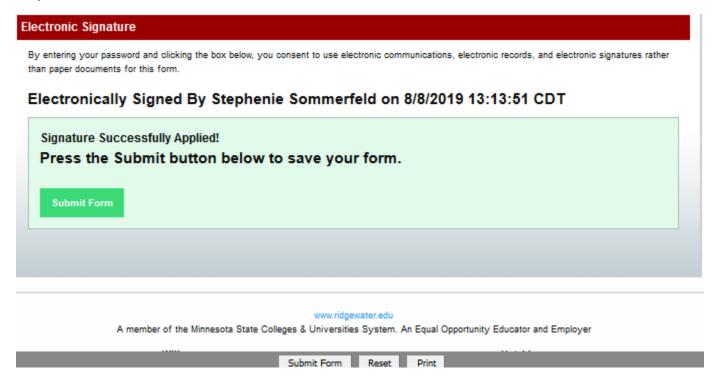
*__You must complete all the * required fields__*

Fundraising Activity Approval Form

A ✳ indicates required information

Personal Information

First Name:
> ✳ Stephenie

Middle Name:
>

Last Name:
> ✳ Sommerfeld

Email Address:
> ✳ stephenie.sommerfeld@ridgewater.

Tech ID:
> ✳

StarID:
> ✳

Campus:
> ✳ Choose -- ▾

✳ Are you:
- ○ Club Member/Student
- ○ Faculty/Advisor

Fundraising Detail

Fundraiser Start Date:
> ✳

Fundraiser End Date:
> ✳

Name of Club/Org/Department:
> ✳

Cost Center Number:
> ✳

Advisor Name of Club/Org/Department:
> ✳

Phone Number for Club/Org/Department:
> ✳

✳ Describe in detail what your fundraiser activity is and how it will raise funds: *Example: Pizza Ranch Tip Night: students volunteer to bus tables and earn tips to benefit the club/org/department*

>

✳ How will the fundraised money be used? *Be specific- field trip, equipment/supplies, class activity, etc.*

>

✳ Will you be soliciting area businesses?
- ○ Yes ○ No

Estimated Total Revenue:
> ✳

Estimated Expenses:
> ✳

Estimated Net Income:
> ✳

Electronic Signature

By entering your password and clicking the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this form.

In order to sign this form you must complete the following two steps:
Provide your StarID password:

> ✳

☐ I agree to all electronic signature terms and conditions:

Step 4   Submit the form:

Use your StarID Password and click the box to "Agree":

By entering your password and clicking the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this form.

In order to sign this form you must complete the following two steps:
Provide your StarID password:

> ✱

☐ I agree to all electronic signature terms and conditions:

Step 5 click the Submit Form button.

Electronic Signature

By entering your password and clicking the box below, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for this form.

Electronically Signed By Stephenie Sommerfeld on 8/8/2019 13:13:51 CDT

Signature Successfully Applied!
Press the Submit button below to save your form.

Submit Form

www.ridgewater.edu
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Submit Form   Reset   Print

Note: You will receive an email once your Fundraising Form has been Approved or if it gets Denied. ** It may take a few days to hear back**

Final Step: Follow Up form
Based on the end date entered in the form you will receive another email asking you to complete the Follow Up form. You will need to click on the link inside the email and login with your StarID and password to complete the Follow up portion and submit it.

Questions Contact:

Stephenie Sommerfeld

320-222-6095 or Stephenie.sommerfeld@ridgewater.edu