



BTC Foundation Guidelines for Fundraising Activities

Please contact the Foundation with your idea for a fundraiser at least two weeks prior to the event or activity. We will ensure that your activity is legal and acceptable under 501(c)(3) guidelines and that it aligns with campus policies and initiatives. We may offer ideas and suggestions to ensure compliance and help make your fundraiser a success.

We appreciate and support your creativity and eagerness to raise money for your programs and projects!

Please follow these simple steps:

1. Complete the Request for Approval of Fundraising Activity
2. Establish a “game plan” for money earned – if a Foundation account does not already exist for the program, specify to which College account the funds will be transferred.
3. Obtain approval and necessary signatures then send the form to the Foundation. The Foundation will forward your request to President’s Council for approval.
4. A BTC instructor/staff member must provide oversight and be present during the event.
5. The staff member must be responsible for money spent & received and inventory purchased & sold.
6. The staff member will present the Foundation with an accurate accounting and give earnings to the Foundation within 10 days after the event.
7. The Foundation will deposit the money to the pre-determined account within 10 days of receipt.

Complete the following page, obtain signatures, and return to the Foundation office.



Bellingham Technical College Foundation Request for Approval of Fundraising Activity

Date of event

Account (ORG) to which funds will be deposited

BTC staff person requesting/responsible party

Phone/contact Info

Program or project benefitting from the activity

Departmental Dean/Administrator

Detailed description of the event/activity (include location):

Notes/changes/restrictions from Foundation:

Signature of person making request

Dean/Administrator signature

Foundation signature

Instructor/Staff providing oversight

Date of approval

President/VP signature