



## CHARITABLE GIVING BOARD DONATION REQUEST PROCEDURE

All requests must be in writing addressed to:

Big Lake Spud Fest  
Charitable Giving Board  
P.O. Box 215  
Big Lake, MN 55309

Each request must be accompanied by Form LG503-BLSF (attachment 1).

The ENTIRE form must be completed. Failure to complete the form in its entirety will result in delays. Sign and date the form. Please note, we are requesting e-mail addresses so we can compile a database of charitable donation requestors. We will use this database to keep everyone updated on any changes in procedure or in the forms.

If the requesting organization is a government body (city, county, school district), Form LG-555 (link to MN Gambling board) is required by the Minnesota Charitable Gambling Board. This form will need to be completed upon donation receipt.

Additional paperwork will be required if the requesting organization conducts its own charitable gambling, Form LG-270 (link to MN Gambling board).

Processing donation requests can take 2-4 weeks depending on the timing of the request and if the request is complete. The Big Lake Spud Fest Charitable Giving Board meets monthly on the 3<sup>rd</sup> Tuesday of the month. At that time, all requests are reviewed for the following:

- Does the request meet Lawful Purpose as outlined in Minnesota Statutes
- Is the request accompanied by all forms
- Does the requesting organization conduct lawful gaming
- Is the form(s) signed and dated

If the request meets the above criteria, it is then passed on to the Big Lake Spud Fest (BLSF) Board of Directors (BOD). The BLSF BOD meets on the 3<sup>rd</sup> Tuesday of each month. The BOD reviews the request. Once approved, it is returned to the gambling manager for payment.

The general membership of the BLSF meets on the 3<sup>RD</sup> Tuesday of each month. By Minnesota Statute, the general membership decides whether or not a donation will be approved.

At any time during this process, BLSF may request further clarification concerning the request. This can be done either by telephone or a presentation to the general membership at a meeting.

If there are any questions during the process, please send an email to [biglakespudfest@gmail.com](mailto:biglakespudfest@gmail.com).

**REQUESTS FOR DONATIONS VIA TELEPHONE WILL NOT BE ACCEPTED.**

**BLSF – 11/2017**

