

## Information for 4-H Clubs and Committees

# 4-H Fundraising Worksheet

**Your club or committee has decided to hold a fundraiser. Use this worksheet to help follow 4-H guidelines for conducting a fundraiser.**

- We have reviewed the national fact sheet "Fundraising: Private Support For The 4-H Program" and know we can contact our County Extension 4-H Staff with questions.
- The goal for our fundraiser is to make money to pay for: \_\_\_\_\_
- The amount of money we would like to raise is: \$ \_\_\_\_\_
- The type of fundraiser we are going to have is: \_\_\_\_\_  
\_\_\_\_\_
- We plan to promote 4-H as a part of the fundraiser. We plan to obtain approval for using the 4-H Name and Emblem in the following manner: \_\_\_\_\_  
\_\_\_\_\_
- The date(s) of the fundraiser is/are: \_\_\_\_\_ Main contact will be: \_\_\_\_\_
- We will complete the "Request to Conduct 4-H Fundraising" proposal and submit it at least three weeks before our fundraiser and before we promote the fundraiser.
- Youth members are working as a team to plan and conduct this fundraiser, in partnership and with volunteers and parents.
- We have done some research to check out local, county, or state laws regarding our fundraiser and have obtained any appropriate licenses or permits. We will send copies to the Extension office and contact the Extension office with any questions. If this event is an animal show or event requiring liability insurance, we will purchase liability insurance as needed.
- We understand the importance of safety when fundraising. There will be no door-to-door sales. Sufficient number of adults will be with youth during fundraising. Rules that apply to 4-H members will be applied to all youth participants.
- We have rehearsed any sales speech needed for the fundraiser. We know our product.
- We will make sure that all funds raised are accounted for according to procedures outlined in the "Fundraising: Private Support for the 4-H Program". We will report funds raised as part of our report to the County 4-H Association for IRS purposes and provide follow up report as requested by Extension office.
- We plan to review the fundraiser and consider ways to improve.
- We will have fun while conducting this fundraiser!!

Developed by W. Hein & J. Williams. Adapted by J. Baggott & M. Lesmeister. June 2016





**REQUEST TO CONDUCT 4-H FUNDRAISING**  
4-H Clubs and 4-H Committees 2019

### Request to Conduct 4-H Club and 4-H Committee Fundraising

The policy of the 4-H Program indicates that soliciting funds, awards, merchandise; or selling materials, services or products (commercial or 4-H member-made), in the name of 4-H can be done only with the approval of the local OSU Extension 4-H Youth Development Educator.

All 4-H fundraising should be done for a specific educational use. Fundraising by a club or committee should be confined to the county in which it resides.

Complete the following information and submit it to the Extension office. **This request needs to be approved prior to publicly promoting or advertising the fundraising event. 4-H Staff will provide notification that request is accepted, rejected, or needs amending.**

CLUB/COMMITTEE NAME: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Volunteer or youth in charge of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fundraising location: \_\_\_\_\_

Date of fundraising event: \_\_\_\_\_ Fundraising financial goal: \_\_\_\_\_

**Description of fundraising activity:**

**Describe how the 4-H Name and Emblem will be used (attach flier or information):**

**Describe the specific educational purpose for which the funds raised will be used:**

**Budget:**

Estimated income: \$ \_\_\_\_\_ - Expenses: \$ \_\_\_\_\_ = Projected profit: \$ \_\_\_\_\_

For office use only: Approval:  Yes  No  Needs amending: \_\_\_\_\_

4-H Educator Signature \_\_\_\_\_ Date \_\_\_\_\_



## 4-H After-Fundraising Report

Date of Fundraiser \_\_\_\_\_

Name of the Club/Group \_\_\_\_\_

Name of the Fundraiser \_\_\_\_\_

Total Funds Earned \_\_\_\_\_

Total Income After Expenses \_\_\_\_\_

Name of Leader/Adult Volunteer \_\_\_\_\_

Name of 2 others involved in the fundraiser \_\_\_\_\_