



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 and agree to follow the 2019 national "Use of 4-H Name and Emblem Handbook" 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: _____
- The date(s) of the fundraiser is/are: _____ Main contact will be: _____
- We will submit the "Request to Conduct 4-H Fundraising" proposal to the 4-H Youth Development Educator 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 "4-H Financial Management Handbook". 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 & P. Rose.



Some Dos and Don'ts of Fundraising

Most clubs do some kind of fundraising. Some methods are traditional car washes, bake sales, yard clean up and so on. Others are a bit more innovative: dances, spaghetti feeds, candle sales, and more. We have put very few limits on what kind of fundraising you do- here's what we ask:

1. Please do NOT do door-to-door sales. Many other groups are doing this and it's not the safest method of fundraising.
2. Clubs are not permitted to do raffles of any kind.
3. Whatever you do needs to be legal and appropriate for youth to participate in; no alcohol sales.
4. If you're selling food at a bake sale, pie social, or ? - please have at least one certified food handler present AND if youth are providing home-baked items- please brief them on proper preparation techniques.

Do a budget. Know how much money you need, what it's for and plan fundraising accordingly. Members need to have a say in what fundraising activities your club takes part in. After all, they should be the ones doing the work; it's better if they have a choice in what kind of work they do. Don't keep a large contingency. Raise the money you need and some for surprises.

Spending your money. Remember, all money raised is raised under the auspices of the Deschutes County 4-H Leaders Association. This is a 501c3 non-profit. This means the money has to be spent to benefit the organization, NOT its members. You may spend the money on things like:

- ◆ Club equipment- tack boxes, waterers for fair, clippers, fitting chutes, decorations, etc.
- ◆ Club sweatshirts and T-shirts (it's OK if these go with the youth, once they've worn them, as they have little or no value, according to the IRS)

- ◆ Club field trips - going to the vet school, to buy fabric or whatever. Money can be spent on travel, lodging, fuel, meals for members and chaperones.
- ◆ Educational materials. Books, learning tools, videos, speakers, etc.
- ◆ Office Supplies. Staples, stationery, needs for the club.
- ◆ To purchase materials for another fundraiser.
- ◆ Club camping space at the fair.
- ◆ Community Service Projects
- ◆ Bedding or Pen Fees at the fair or another show that all club members are attending.

This money may **NOT** be spent to benefit any individual- 4-H member or otherwise. You may **NOT** spend fundraised money or donations to your club or the association for the following:

- ◆ Purchase Animals
- ◆ Provide feed for animals
- ◆ Fabric or food for individual projects (OK for club projects)
- ◆ Provide meals for parents at the fair.

Scholarships. Scholarships to benefit an individual and we will continue to present scholarships. If your club would like to do a scholarship, either specific to your club or for the benefit of any 4-Her, you must follow some guidelines:

1. There must be an application process. This must be in writing and could include an interview or other requirements.
2. How many and what the scholarship is must be stated in advance. Members must know what they're applying for including any requirements or special requests.
3. There must be a selection process. This would include a score sheet and criteria by which selection can be done.
4. All scholarship applications and processes need to be approved by the 4-H Staff.

More. Remember everyone planning a fundraiser must complete a *Request to Conduct 4-H Fundraising* form and contribute \$5 toward the liability insurance that covers such events.



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



Oregon State University
Extension Service



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 _____

