

Lincoln County Intent to Secure Club Funds

All 4-H groups soliciting funds; including fundraisers, grant applications and donation requests in the name of 4-H shall do so only with the full knowledge and consent of the Lincoln County Extension Service and the 4-H Staff. **Consent must be received before work on the event begins.**

Oregon State University does not recognize fundraising as an educational endeavor, so leaders and youth are not covered by tort liability insurance through the University. In order to conduct a fundraiser, additional special event insurance needs to be secured by the 4-H office BEFORE the event. **\$1 contribution per 4-H participants must be paid toward the cost of this insurance and included in the fundraising budget.**

Clubs should raise their funds through their own efforts, with fundraising confined to Lincoln County. Appropriate activities include recycling of paper, cans, bottles; car washes; or agreed-upon assessment of dues. For safety reasons, selling door-to-door is not encouraged. All methods used to solicit funds and/or awards must have the approval of the County Extension Service.

Funds raised for the 4-H program may NOT be used to benefit any individual; instead, they are to be used to benefit the entire club. For example, funds may NOT be used to purchase a market animal for a club member or for fabric a member uses to make a skirt for themselves; they may be used to purchase clippers for all club members to use or to purchase food for a community service holiday basket.

Please complete the following information and submit to the Lincoln County Extension Office (1211 SE Bay Blvd., Newport, OR 97365) **as soon as you begin planning a fundraiser and at least two weeks prior to your fundraising event.**

Club Name _____

Date Submitted _____ Date of Event _____

Name of Club Leader _____ Phone _____

E-mail _____

Fundraiser Grant Application Donation Request

Target \$ amount to raise and specific purpose of the funds (e.g. Spring Horse Classic, fair fees, etc).

Fundraising Activity (include description, location and names of businesses intended to contact so that we can ensure we respect those who've requested no contact):

Educational Goals:

For Office Use Only

Date: _____ Approval: Yes No Insurance Fee Paid (date) _____

4-H Extension Staff Member Signature _____

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4-H Fundraising Dos and Don't

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've asked:

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. Any raffle ideas MUST come through the office first. Raffles are governed by the Oregon State Justice Department and must be run according to strict guidelines.
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 Lincoln County 4-H Association. This is a 501(c)3 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. Stamps, 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 fund-raised money or donations to your club or the association for the following:

- Purchase Animals
- Provide personal equipment
- 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 *Intent to Conduct 4-H Fundraising* form and contribute \$1 per 4-H participant toward the liability insurance that covers such events. This form has been revised and is found on the following page.