

Deschutes County Intent to Conduct 4-H Fund-Raising Activities

All 4-H groups soliciting funds in the name of 4-H shall do so only with the full knowledge and consent of the Deschutes County Extension Service and the 4-H Staff. Fundraising by a club should be confined to Deschutes County and should be reported to the County Extension Office at least one week prior to the activity. Clubs should raise their funds through their own efforts. Appropriate fundraising 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.

Leaders are not covered by tort liability insurance through Oregon State University. The University does not recognize fundraising as an educational endeavor. The Deschutes County Leaders' Association covers leaders under its liability insurance. A \$5 contribution, toward the cost of this insurance, is due upon submittal of this form.

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 for a member 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 Deschutes County Extension Office (3893 SW Airport Way, Redmond 97756) at least one week prior to your fundraising event.

Club Name _____ Date Submitted _____

Date of event _____

Name of Club Leader _____

Phone (day) _____ Address _____

Phone (eve) _____ City _____ Zip _____

Email Address _____

Fundraising Activity (include location and description):

Educational Goals:

Amount needed and specific purpose of the funds raised. (Include budget):

For Office Use only:

Approval Granted: _____ Yes _____ No

Agent or Designated Representative: _____ Date: _____

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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'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 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. 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 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 \$5 toward the liability insurance that covers such events. This form has been revised and is found on the following page.