

4-H Monetary Donations and Fundraising Activity Proposal
 (Required for all clubs/groups participating in monetary donation or fundraising activities)

Whenever a club/group participates in a monetary donation or fundraising activity, they are required complete a "4-H Monetary Donation and Fundraising Activity Proposal" and submit it to the Extension Office at least two weeks BEFORE the activity. You must receive approval from the county extension agent before the activity. **Do not conduct fundraising activities without approval.** If your fundraiser includes soliciting for donations, solicitation letters MUST NOT have the Leaders' Association Tax ID number contained in the contents. Complete and submit a donation receipt with the Leaders' Association Tax ID number to the donor only AFTER the donation has been received. Contact the 4-H office for more information.

Club/Group Name: _____

Name of Volunteer in Charge: _____

Email: _____ **Phone:** _____

Address: _____

City, State, Zip: _____

Remember: you are not covered for liability for fund raising activities.

Description and location of proposed activity: _____

Date of proposed activity or solicitation: _____ **Amount you want to raise:** _____

Purpose or need for the funds. How will the funds be used? _____

Please complete and return the backside of this form upon completing the activity.

OFFICE USE ONLY	Date Received: _____	A copy of this form will be returned to you upon approval.
Approved by: _____	Date Approved: _____	
Not Approved: _____ Reason: _____		

4-H Monetary Donations and Fundraising Activity Report
 (Required for all clubs/groups participating in monetary donation or fundraising activities)

Club/Group Name: _____ Date of Report: _____

Activity: _____ Date of Activity: _____

Name of Volunteer in Charge _____ Phone: _____

Address: _____

City, State, Zip: _____

Email: _____

Attach additional documentation if necessary.

INCOME

Date	Check #	Item	Amount

Total Income

EXPENSES

Date	Item	Amount

Total Expense

ACTIVITY ENDING BALANCE

Mail or bring this form to the OSU Extension Office within 30 days of activity completion.