4-H Fundraising and Donation Proposal worksheet

Congratulations! Your club has decided to hold a fundraiser. Refer to Fundraising: Private Support For The 4-H Program for details. Use this worksheet to make sure you follow all important guidelines for holding a fundraiser.

*NEW - The Clackamas County 4-H Association Board has had to purchase Fundraising Insurance to allow 4-H clubs and committees the opportunity to fundraise. Each 4-H fundraiser, that the insurance covers, will be required to pay a $5 fee to CC4HA. Fee must be submitted with the Fundraiser Proposal to be approved.

☐ We have thoroughly reviewed Fundraising: Private Support For The 4-H Program and have contacted the Clackamas County Extension office with any 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 our fundraiser is/are __________________________________________

☐ We have completed the 4-H Fundraiser Proposal and submitted it, with the $5.00 mandatory fee for fundraising insurance, to the Extension office at least two weeks before our fundraiser.

☐ We are working as a team to plan and conduct this fundraiser, with guidance and help from leaders and parents.

☐ We have done some research to check out local, county, or state laws regarding our fundraiser and have obtained proper licenses or permits. We will send copies to the Extension office. Contact the Extension office with questions. Some resources are http://www.clackamas.us/community_health/eh/ (food safety and licensing) and http://www.doj.state.or.us/charigroup/howtoraffle.shtml (charitable gaming, raffles, etc).

☐ If we will be asking for donations we have filled out the 4-H Donation Proposal that provides a list of who we plan to contact for donations.

☐ If this event is an animal show we will find and purchase liability insurance and name the Clackamas County 4-H Leaders Association as co-insured.

☐ We understand the importance of safety when fundraising. There will be no door-to-door sales. Sufficient number of adults will be with the members 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 plan to promote 4-H as a part of the fundraiser.

☐ We will make sure that all funds raised are accounted for according to procedures outlines in the Fundraising: Private Support For The 4-H Program.

☐ We have a plan to evaluate the results of the fundraiser and make suggestions for improvement for next time.

☐ We will have fun while conducting this fundraiser!

☐ We will return the Follow Up Report to the Extension office within 10 business days following the event.
Clackamas County 4-H Fundraiser Proposal
and Follow-Up Report

Club Name: __________________________________ Leader in Charge of Event: __________________________

Phone #: __________________________ E-Mail: __________________________

Date(s) of Activity: __________________________ Location: __________________________


If your Projected Profit is $500 or more, an itemized budget must be attached to this proposal.

**Name of event/activity** and description (Please attach any flyers made for the event): __________________________________

Purpose of fundraiser (All fundraising done in the name of 4-H should have a specific purpose, for example to purchase supplies for project, send members to conference, help with enrolment fees, etc.): __________________________________

Describe how you plan to promote 4-H as a part of the fundraiser (attach pages as needed): __________________________________

Describe how the 4-H Name and Emblem will be used (attach pages as needed): __________________________________

What is the fundraiser’s educational value to members? (attach pages as needed): __________________________________

☐ We have completed the 4-H Fundraising Worksheet.
☐ We agree to follow all 4-H policies and guidelines for fundraising. We will also abide by any local regulations that pertain, such as getting a license or permit and/or insurance, and turning in a Fundraising Event Summary with the club’s end of the year financial reports.

Leader in charge of event: __________________________ Date: __________________________

This Proposal and $5 fee (paid to CC4HA) must be submitted to the Extension office at least two weeks prior to your fundraiser. A copy of this form will be returned to you upon approval. After the fundraiser, fill out the section below and return it to the Extension office within 10 business days. Please keep a copy for your group’s records.

**OFFICE USE ONLY:** Proposal received: __________________________ Fee Paid: __________________________ Approved on: __________________________

Reason not approved: __________________________ Agent: __________________________

Proposal returned: __________________________ Follow-up received: __________________________

Notes: ____________________________________________

**Follow Up Report:** Due to Extension office by __________________________

Income: $ ____________ – Expenses: $ ____________ = $ ____________

Earnings &/or donations: ____________ List details below: ____________ Check one: ☐ Profit ☐ Loss

List general expenses: ____________________________________________

Other comments about the fundraiser: ____________________________________________

*If you asked for donations, please fill out the Donation Request Proposal and report the amount(s) and item(s) received. This form must be returned to the Extension office within 10 business days after the fundraising activity. Keep a copy for your group’s records.*