

## Columbia County 4-H Fundraiser Proposal and Follow-Up Report

The policy of the Oregon 4-H program indicates that any individual or group soliciting funds, awards, merchandise, or selling materials, products (commercial or 4-H member-made), or service in the name of 4-H shall do so only with the full knowledge and consent of the county Extension Service and the Extension Agent with 4-H responsibilities. All 4-H fundraising should be done for a specific educational program or activity.

Fundraising by a club should be confined to the county or community in which you reside and any fundraising activity should be reported to the county Extension office at least two weeks prior to the activity. Clubs should raise their funds through their own efforts. Appropriate fundraising activities include recycling paper, cans, bottles; car washes; bake sales; or agreed-upon assessment 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 4-H agent.

Please complete the following information and submit to the Columbia County Extension Office at least two weeks prior to your fundraising event. As always, a well thought out plan, with safety in mind, will make for a successful fundraising event.

Club: \_\_\_\_\_ Person in charge of event: \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_ Location: \_\_\_\_\_

Estimate Income: \$ \_\_\_\_\_ – Estimate Expenses: \$ \_\_\_\_\_ = Projected Profit: \$ \_\_\_\_\_

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

Outline the activity (attach pages as needed): \_\_\_\_\_

\_\_\_\_\_

Anticipated use of funds (attach pages as needed): \_\_\_\_\_

\_\_\_\_\_

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): \_\_\_\_\_

\_\_\_\_\_

### Please attach any flyers made for the event.

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.

Person in charge of event: \_\_\_\_\_ Date: \_\_\_\_\_

Club leader: \_\_\_\_\_ Date: \_\_\_\_\_

**Proposal 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 on the reverse side and return it to the Extension office within 10 business days. Please keep a copy for your group's records.**

<b>OFFICE USE ONLY:</b> Proposal received: _____	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 attach a list of who was asked and the amount/item(s) received.

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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 preparing, handling or selling food at a bake sale, concession stand or other type of event - please have at least one certified food handler present AND if youth are providing home-baked items—please brief them on proper preparation techniques. Home-baked items need to be identified as such.

**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.

Oregon State University  
Extension Service

**Spending your money.** Remember, all money raised is raised under the auspices of the Columbia County 4-H 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

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

Columbia County  
WD:ko 9/14