

# Request to Conduct 4-H Club and Committee Fundraising

The policy of the 4-H Program indicates that soliciting funds, awards, merchandise; or selling materials, services or products (commercial or 4-H member-made), in the name of 4-H can be done only with the approval of the local OSU Extension 4-H Youth Development educator.

All 4-H fundraising should be done for a specific educational use. Fundraising by a club or committee should be confined to the county in which it resides.

Complete the following information and submit it to the Extension office. **This request needs to be approved prior to publicly promoting or advertising the fundraising event. 4-H Staff will provide notification that request is accepted, rejected, or needs amending.**

CLUB/COMMITTEE NAME: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Volunteer or youth in charge of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Fundraising location: \_\_\_\_\_

Date of fundraising event: \_\_\_\_\_ Fundraising financial goal: \_\_\_\_\_

Description of fundraising activity:

Describe how the 4-H Name and Emblem will be used (attach flier or information):

Describe the specific educational purpose for which the funds raised will be used:

**Budget:**

Estimated income: \$ \_\_\_\_\_ - Expenses: \$ \_\_\_\_\_ = Projected profit: \$ \_\_\_\_\_

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For office use only

Approval:     Yes     No     Needs amending: \_\_\_\_\_

Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

Developed by W. Hein & J. Williams. Adapted by J. Baggott & M. Lesmeister. June 2016

# Information for 4-H Clubs and Committees

## 4-H Fundraising Worksheet

Your club or committee has decided to hold a fundraiser. Use this worksheet to help follow 4-H guidelines for conducting a fundraiser.

- We have reviewed the national fact sheet “Fundraising: Private Support For The 4-H Program” and know we can contact our County Extension 4-H Staff with 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: \_\_\_\_\_
- We plan to promote 4-H as a part of the fundraiser. We plan to obtain approval for using the 4-H Name and Emblem in the following manner: \_\_\_\_\_
- The date(s) of the fundraiser is/are: \_\_\_\_\_ Main contact will be: \_\_\_\_\_
- We will complete the “Request to Conduct 4-H Fundraising” proposal and submit it at least three weeks before our fundraiser and before we promote the fundraiser.
- Youth members are working as a team to plan and conduct this fundraiser, in partnership and with volunteers and parents.
- We have done some research to check out local, county, or state laws regarding our fundraiser and have obtained any appropriate licenses or permits. We will send copies to the Extension office and contact the Extension office with any questions. If this event is an animal show or event requiring liability insurance, we will purchase liability insurance as needed.
- We understand the importance of safety when fundraising. There will be no door-to-door sales. Sufficient number of adults will be with youth 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 will make sure that all funds raised are accounted for according to procedures outlined in the “Fundraising: Private Support for the 4-H Program”. We will report funds raised as part of our report to the County 4-H Association for IRS purposes and provide follow up report as requested by Extension office.
- We plan to review the fundraiser and consider ways to improve.
- We will have fun while conducting this fundraiser!!

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## FUNDRAISING: PRIVATE SUPPORT FOR THE 4-H PROGRAM

Education and character-building are the basic premises of the 4-H Youth Development program. Federal, State and county tax funds are the major source of support for all Cooperative Extension programs, including 4-H. However, there are some educational efforts provided through 4-H which cannot be fully supported by tax dollars alone and local and statewide fundraising by 4-H groups has always been an integral part of conducting 4-H programs. 4-H programs should provide opportunity for the many private groups interested in youth to help advance the 4-H program, to become “friends of 4-H” with contributions of time, money and facilities. New or broader program opportunities that may not have been anticipated within the normal funding processes for 4-H, can be encouraged by private support for 4-H. In all, private funds should not have the effect of replacing the main source of support for Cooperative Extension programs from tax dollars, rather, private support raised through 4-H fundraising is frequently good evidence that citizens believe in the educational and character-building foundation of 4-H and are willing to invest in the future of the 4-H members.

In seeking private support for 4-H programs, through fundraising, State and local Extension officials must insure that the funds are given and used in accordance with **Title 7 of the Code of Federal Regulations section 8 and USDA Guidelines pertaining to the 4-H program**. Critical elements of these regulations and guidelines include:

- ◆ **Fundraising programs** using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with, products, and services for such purposes **must have the approval of [the] appropriate Cooperative Extension office** (local, county, state or national level).
- ◆ **All moneys received** from 4-H fundraising programs, except those necessary to pay reasonable expenses, **must be expended to further the 4-H educational programs**.
- ◆ Private support moneys should be:
  - Given and used for priority educational purposes.
  - Accounted for efficiently and fully
- ◆ Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. **There must be a definite plan to account for funds raised prior to authorization**. Such a plan should be within the policy guidelines of the State for handling funds.
- ◆ **Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H programs**, its volunteer leaders or 4-H youth participants or USDA, Cooperative Extension, land-grant institutions, or their employees.
- ◆ **The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products or services**.
- ◆ In connection with 4-H fundraising purposes, **the following disclaimer statement must be used on products or services offered for sale**:
 

“A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended.”



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