

## 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/](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.



## 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.”



4-H National Headquarters; 1400 Independence Avenue, S.W.; MS 2225;  
Washington, D.C. 20250  
[www.national4-hheadquarters.gov](http://www.national4-hheadquarters.gov)



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# 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: \_\_\_\_\_

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

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 clubs 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.

<b>OFFICE USE ONLY:</b> Proposal received: _____ Fee Paid _____ Approved on: _____ Reason not approved: _____ Agent: _____ Proposal returned: _____ Follow-up received: _____ Notes: _____
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**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 items(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.**

# 4-H Donation Request Proposal and Follow-Up Report

Club/Committee: \_\_\_\_\_ Leader soliciting donations: \_\_\_\_\_

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

Activity/Event: \_\_\_\_\_ Date of event/activity: \_\_\_\_\_

Donor Name	Address	What was requested	What was received Follow-up Report

Expected use of donation (attach pages as needed): \_\_\_\_\_

**\*Please attach a copy of letter or form used for request.**

Committee Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
signature

**Proposal must be submitted to the Extension office at least two weeks prior to donation requests. 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: _____ Reviewed: _____	
Agent: _____	Follow-up received: _____
Notes: _____	

**Follow Up Report:** due to Extension office by \_\_\_\_\_

**This form, with the last column completed, must be returned to the Extension office within 10 business days after the event/activity. Keep a copy for your committee records.**