

4-H Club \$\$\$\$\$ Checklist

At the beginning of the club year . . .

- ✓ Elect a Treasurer
- ✓ Appoint an Adult Advisor to the Treasurer
- ✓ Review Treasurer's responsibilities
- ✓ Review the Financial Procedures for 4-H Clubs
- ✓ Estimate expenses and determine whether a fundraiser will be needed. Please plan ahead!

During the club year . . .

- ✓ Keep track of all income and expenses.
- ✓ Keep any money in a safe and secure place.
- ✓ Give a treasurer's report at each business meeting.
- ✓ Reconcile the cash, receipts and bills with the treasurer's book monthly.
- ✓ If fundraising activities are planned, apply for permission to raise funds in the name of 4-H at least 30 days before the event or sale kick-off date

At the end of the club year . . .

- ✓ Verify that cash, accounts and records agree (AUDIT).
- ✓ File audit report with 4-H club minutes.
- ✓ Send Financial Statement to **Cornell Cooperative Extension of Erie County 4-H Office.**

Fundraising Guidelines for 4-H Clubs

The way in which a 4-H club earns money to carry out its program is of great importance. The methods we choose can either reinforce or undermine the basic values we strive to instill in youth.

Whenever your club is planning a fund raising activity, this check list should serve as your guide. It will be helpful to you as you fill out the required form: "Request for Permission to Raise Funds in the name of 4-H".

All clubs that wish to do an individual fundraiser **must** participate in at least one of the county sponsored fundraisers or make a club contribution of at least \$5.00/4-H member to the Cooperative Extension Association.

NOTE: Raffles and other games of chance are not considered to be an appropriate fund-raising mechanism for youth. Door to door sales will only be permissible during county sponsored fundraising activities.

1. Have 4-H'ers, parents, and leaders in your club approve you fund raising activity, including dates and methods to be use?
2. Has your club discussed the expected profit versus the expenses of your fund raising activity? Have you discussed the hidden expenses: time, mileage, etc.?
3. Has your club discussed an alternate plan if your projected profit is not realized?
4. Does your fund raising plan and the dates avoid competition with other money-raising efforts in your community?
5. Will your fund raising activity protect the name and good will of 4-H and prevent it from being capitalized on by promoters of shows, benefits, or sales campaigns?
6. If any contracts are to be signed by your club, they must be submitted to the 4-H Office for consideration and review.
7. Have you checked to make sure that the fund raising venture you are planning to participate in is legitimate and worthy?
8. Even when sales are confined to parents and friends, will they get their money's worth from any product they purchase, function they attend, or services they receive from your club?
9. If youth in your club are under nine (9) years of age, have you selected fund raising activities that are appropriate to this age group and are parents supportive and willing to participate?

If your club has reviewed and considered the nine guidelines above and made a decision to pursue your fund raising venture, please complete the "Request for Permission to Raise Funds in the Name of 4-H" and send it to the Erie County 4-H Office. Approval must be confirmed before the fund raising effort starts.

Request for Permission to Raise Funds in the Name of 4-H

Submit to Cornell Cooperative Extension of Erie County 4-H Office at least 30 days prior to the proposed fund-raising date.

The _____ 4-H Club requests permission to raise money for: _____

_____ (purpose for raising money)

Items to be sold: _____

Anticipated amount to be raised: \$ _____

Current balance in treasury: \$ _____

The proposed date(s) of activity: _____

Location of sale: _____

We have planned these dates so they will not coincide with (nor detract from) a county-wide 4-H fund raising effort.

Proposed printed materials to be distributed in connection with the sale are to be attached to this request form.

Fundraisers that require the collection of sales tax ***will not*** be approved.

Your signature below signifies that you have read and understand the guidelines attached and the above information is correct to the best of your knowledge.

Approved by: (Office Use Only)	Requested by:
<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-bottom: 10px;"> Associate Director of Operations/ Executive Director Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-bottom: 10px;"> 4-H Program Educator Date </div>	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-bottom: 10px;"> Club President Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-bottom: 10px;"> 4-H Club Organizational Leader Date </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-bottom: 10px;"> Address </div> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-bottom: 10px;"> Phone </div>

Results of the above fund raising should be reported to the 4-H office in the "Story of a 4-H Club Activities" section of the Secretary's Monthly Report or a separate written report.



Erie County
21 South Grove Street
East Aurora, NY 14052-2398

Tel: 716-652-5400
Fax: 716-652-5073
E-mail: erie@cornell.edu
www.cce.cornell.edu/erie

Cooperative Extension

Date:

Dear _____:

I am pleased to recognize your 4-H Club, _____ as an active member in the Erie County 4-H Youth Development Program.

The staff looks forward to working with you in the future.

Sincerely,

Extension Educator
4-H Youth Development Program

Application for Employer ID Number – Form SS-4

How to apply or send the completed application

Things you need to apply for an employer ID:

1. A copy of the letter you have written to the Erie County Extension 4-H Program Educator requesting approval to form a club.
2. A copy of the reply (front side of this sheet) from the Erie County Extension 4-H Program Educator recognizing the group as a sanctioned club.
3. The completed “Application for Employer Identification Number” Form SS-4 (this will be sent to you when we reply to your request to form a club).

This information may be

Faxed to: (631) 447-8960

Mailed to: IRS
Attention Entity Control
Brookhaven, NY 00501

ID by phone number: 1-800-829-4933