

## **DONATION GUIDELINES**

In order to comply with CCE financial guidelines, the following procedures are now in place to insure proper handling and receipt of cash donations and goods, to insure that the 4-H office is aware of clubs soliciting cash donations and to provide possible donors with the proper receipt for their donations.

### **Donations to clubs and program areas**

- When a club or program area receives a donation of cash or goods, the 4-H office must be notified of the following information:
  - 1) Name and address of donor
  - 2) Item(s) donated
  - 3) \$ value of donation
  - 4) Purpose of donation
  - 5) Date of donation

The 4-H office will provide the donor with a letter acknowledging the donation and the value of the donation. This will be provided on official letterhead of the association and will include the tax ID so the donor may claim the donation as a tax deduction. Separate thank you cards may, and should be, sent from the club or program area. This includes all items donated as fair awards, etc.

- If a club is going to solicit items for awards, or other uses, they must contact the 4-H office to have a letter written giving them permission to ask for donations. The club will then use this letter when speaking to potential donors and hopefully will eliminate any questions as to how the donations will be used and if this is an approved 4-H activity.

### **Clubs requesting cash donations**

Clubs may be allowed to request cash support and if so, must follow these guidelines:

- 1) Club must request approval from the 4-H Educator, as with any fund raising, prior to any solicitations (Use Tool L-20B)
- 2) The club must have a valid reason and specific purpose for soliciting the funds and must not have enough cash on hand to cover the expense
- 3) Other types of fund raising should be attempted prior to this
- 4) A letter from the 4-H office giving permission to the club to solicit donations will be given to the club to show potential supporters
- 5) Funds collected will be delivered to the 4-H office for deposit, a letter of acknowledgement/receipt will be sent to the donor, and funds will be dispersed from the 4-H office as needed for the approved club event, trip, etc.

In all cases of fund raising, donations, etc. it is important to involve the 4-H members in the process. If you are asking businesses for support, take the members with you, or have the older members actually asking for the donations. This is for their benefit and they should understand how it is done. Adults should not be the ones to continually be asking for support.

**Request for Permission to Solicit Cash Donations in the Name of 4-H**

Submit to the Cornell Cooperative Extension 4-H office at least 30 days prior to the proposed fund-raising date.

The \_\_\_\_\_ 4-H Club requests permission to solicit cash donations from businesses and individuals to support \_\_\_\_\_

\_\_\_\_\_  
(Purpose for raising money)

Amount needed to be raised: \$ \_\_\_\_\_

Current Balance in Treasury: \$ \_\_\_\_\_

Dates of fund raising: \_\_\_\_\_ to \_\_\_\_\_  
(dates should not coincide with other 4-H county-wide fund raising)

Have you made other attempts to fund raise for this purpose? Yes \_\_\_\_\_ no \_\_\_\_\_

Please Explain: \_\_\_\_\_

Monies Received will be handled in the following method:

- 1) Checks will be made out to Cornell Coop. Ext. Franklin County – 4-H
- 2) Club name should be entered on memo line
- 3) Club will keep a list of contributors, complying with procedures for cash donations
- 4) All checks and cash will be turned into the 4-H office for deposit.
- 5) Letters will be sent to all contributors with Tax ID number and receipts
- 6) Expenses will be paid out of these funds on deposit with CCE. Club Leader will make sure that CCE has advance notice of expenses needing payment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Club Leader

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
4-H Educator

Once approved, the club will receive a letter from the 4-H Educator indicating approval for this form of fund raising. Copies of the letter may be used when speaking to potential donors.

## Cash Summary Form for 4-H Fund Raising

(Use a separate form for each fund raiser and submit this form to the 4-H office ASAP after fund raising event)

Day of fund raiser: \_\_\_\_\_

Club Name: \_\_\_\_\_

Fund Raising Activity: \_\_\_\_\_

**Sales Record:**

Income:	Income \$ amount	
	<b>Total Income</b>	\$
Expenses: Name of Item	Expenses \$ amount	
	<b>Total Expenses</b>	\$
	<b>Total income minus expenses</b>	\$

**Cash Summary:** Cash must be counted by two individuals in the presence of each other

Total cash counted \_\_\_\_\_

Less cash at beginning of the day \_\_\_\_\_

Balance \_\_\_\_\_ (Should equal total sales)

\_\_\_\_\_  
Signature Counter #1

\_\_\_\_\_  
Signature Counter #2

Donor Information Form

Once a club has received donations of any type from a business or individual you must send the following information to the 4-H office for us to send a letter with our tax ID, acknowledging their donation.

Name of Donor/Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Date of donation: \_\_\_\_\_

Item(s) donated: \_\_\_\_\_

\_\_\_\_\_

\$ value of items(s): \_\_\_\_\_



Submitted by: \_\_\_\_\_

Club Name

Purpose of fund raiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ Amount Raised : \_\_\_\_\_