

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 checklist 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 4-H".

NOTE: *Raffles and other games of chance* are legal methods of raising funds for non-profits in New York. Cornell Cooperative Extension Association advisory committees will determine whether these fund raising methods can be used locally. If used, New York State regulations governing raffles and other games of chance must be followed. **Cornell University discourages these fund raising methods** since the funds received do not demonstrate contributions to the extension club or group and are not considered to be an appropriate fund-raising mechanism for youth.

1. Have the 4-H'ers, parents, and leaders in your club approved your fund raising activity, including the dates and methods to be used?
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, will they be signed by an individual without reference to Cornell Cooperative Extension of _____ County 4-H Program and in no way appear to bind the County, State, or National 4-H Programs?
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 your county Cornell Cooperative Extension 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 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 contract with
_____ for resale to raise money for: _____
(name of company)

_____ (purpose for raising money)
Items to be sold: _____

Anticipated amount to be raised: \$ _____

Current balance in treasury: \$ _____

The proposed sale would take place from: _____ to _____

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.

The current New York State sales tax _____% will be indicated to the consumer and collected on the retail price of each item sold.

Note: Sales tax must be collected on items sold at a shop, store, or booth, but not door to door.

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:
_____ 4-H Program Committee Chairperson Date	_____ Club President Date
_____ 4-H Program Leader Date	_____ 4-H Club Organizational Leader Date
	_____ Address
	_____ Phone _____

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.

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	
	Total Income	\$
Expenses: Name of Item	Expenses \$ amount	
	Total Expenses	\$
	Total income minus expenses	\$

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 : _____