



Thinking About a 4-H Fundraiser? Read This First!

To promote healthy youth development, observe these guidelines:

1. Is the fundraiser appropriate for youth in the 4-H group? Does it emphasize greater youth ownership and less adult responsibility?
2. In addition to raising funds, is the product one in which 4-Hers can learn some life skills such as public relations, bookkeeping, and salesmanship? There should be some education for the youth by going through this project?
3. Will the funds be used for educational or community service purposes sponsored by the 4-H organization? Funds may not be used for personal use.
4. Money raised in the name of 4-H is to be used for the total group. If the group provides scholarships to individuals for trips, activities, etc. those individuals should give back to the group in some way. Upon completion of the activity, 4-Hers are expected to share or teach what they learned so that others benefit. Any excess funds for a particular project should be returned to the total group or subgroup according to an approved county policy.
5. The leadership team (adult leaders, treasurers, youth) for each group (club, PDC, auction committee, etc.) must submit a proposed budget once a year to the local 4-H Program Coordinator with a proposed fundraising and spending plan. This will help prevent duplicate fundraisers and solicitations. Approval for all fundraising must be received by completing the *4-H Income Generation Application* and followed with the *4-H Income Generation Follow Up Report*.
6. Check with your local 4-H Program Coordinator regarding each fundraiser that you plan. There are rules about the use of the 4-H name and emblem in fundraising. Use the 4-H name or emblem only on products your group has made or produced. If working with a fundraising company or business, be sure they have approval to use the 4-H name and emblem. All money raised using the 4-H name must be used only for 4-H activities.
7. If you are planning a food related fundraiser (bake sale, meal, etc.) check with local health officials regarding health requirements, etc.
8. Submit itemized sales receipts in order to get reimbursed for expenditures for legitimate 4-H expenses.
9. Budgets for trips, events, etc. must be reviewed with your local 4-H Program Coordinator or county Federation/Leaders Council.



4-H Income Generation Application

Directions: Use this form for fundraisers – including solicited donations.

Do NOT use this for grants. If you are considering applying for a grant contact your 4-H PC/PD.

To obtain permission to raise any funds in the name of 4-H, complete and return this form to 4-H Program Coordinator no less than 10 days prior to soliciting the funds.

Club/Group Name: _____ Phone: _____

Address: _____

Person making request: _____ Phone: _____

Date Request Made: _____

Proposed use of the funds: _____

Date(s) of activity: _____

What is the proposed activity? _____

When is the proposed activity to take place? _____

Where is the proposed activity to be held? _____

What are the life skills the youth will learn or experience (ie: public relations, bookkeeping, salesmanship, etc.)?

If asking for donations, please attach a list of who you plan to contact for donations.

Keep a copy for your group's records.

For Office Use Only: Approved: _____ Non-approved: _____

Date: _____ Staff Signature: _____



4-H Income Generation Follow-up Report

Directions: Use this form for fundraisers – including solicited donations.

As a follow-up on the funds solicited, complete and return this form to 4-H PC 10 business days after the approved activity is held.

Club/Group Name: _____ Phone: _____

Address: _____

Date(s) activity took place: _____

What was the approved activity? _____

Income from approved activity \$ _____

Expenses from approved activity \$ _____

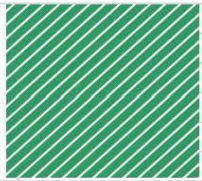
(please list general expenses)

Profits/loss from approved activity \$ _____

Other comments about the activity _____

If you asked for donations, please attach a list of who was asked and the amount/item received.

Keep a copy for your group's records.



Fundraising Income Transaction Form

(Always use for fundraisers, regardless of other income transaction forms used.)

Directions: Complete this form for each fundraiser or after each shift of a fundraiser if multiple days

Date: _____ **Fundraising Event:** _____

BEGINNING CASH:

\$20s _____
 \$10s _____
 \$5s _____
 \$1s _____
 Quarters _____
 Dimes _____
 Nickels _____
 Pennies _____
Total: _____ -

 Verification Signature #1 (count money before starting)

 Verification Signature #2 (count money before starting)

TOTAL DAILY GROSS INCOME:

Currency:

\$100s _____
 \$50s _____
 \$20s _____
 \$10s _____
 \$5s _____
 \$1s _____
 Dollar coins _____
 Quarters _____
 Dimes _____
 Nickels _____
 Pennies _____

Currency Subtotal \$ -

Coupons or Certificates: (Ag Star, Thrivent, 4-H Sponsored)
 (NOT included in Deposit)

Sponsor: _____ \$ -
 Sponsor: _____ \$ -
 Sponsor: _____ \$ -

Sub Total \$ -

Checks Total: _____

* Attach copy of bank deposit slip showing individual checks referenced on this form or list the checks on the back of this form. Also attach bank receipt.

TOTAL GROSS RECEIPTS: \$ -

- Starting Cash for Next Day: _____

AMOUNT OF DEPOSIT \$ -

 Verification Signature #1 Date

 Verification Signature #2 Date

** For County fundraisers, turn this form into the Extension Office
 This form will be filed with the income transaction forms

** For Club fundraisers, turn this form into the Club Treasurer.



Approval, Management and Reporting of a Fundraiser

Seek approval for conducting a fundraiser

- No less than 10 days prior to soliciting the funds, the individual chairing the fundraiser on behalf of the 4-H group must complete [income generation application](#) requesting permission to raise funds and submit the form to the 4-H Program Coordinator for approval.
 - Completing this form helps ensure the same audience is not targeted in multiple ways at the same time and that all fundraising guidelines are followed.
 - This form is unnecessary for the standard yearly fundraisers held by most 4-H federation/councils: 4-H food stand, 4-H fruit sales, etc.
- Work with the 4-H Program Coordinator if any of the following conditions are a part of a fundraiser:
 - The fundraising effort extends beyond county lines.
 - The fundraising effort is being considered across multiple counties.
 - The fundraising effort involves a contract or facility use agreement.

Managing and reporting results of the fundraising activity

- If cash/checks will be collected at a fundraiser, provide the financial team or MN 4-H Volunteer in charge of the event with the information sheet - [handling income at a fundraiser](#).
- Following completion of the fundraiser:
 - Promptly thank any donors or others who helped the group with its effort to raise funds.
 - The chair or MN 4-H Volunteer in charge of the 4-H fundraiser completes the [4-H income generation follow-up report](#) and submits the report to the 4-H PC within 10 days following the activity.
 - Report to the 4-H federation/council the results of the fundraising activity including gross income (all revenue) and net income/loss (all revenue less all expenses).
 - Check with the 4-H Program Coordinator if sales tax needs to be remitted to the MN Department of Revenue.

From: YD Intranet - Operations and policies - Financial management - Income generation - Fundraisers



Policy on Generation and Use of Public Funds

All funds raised in 4-H are public dollars. This policy means the following:

1. Any funds raised in the name of 4-H must be for the purpose of the 4-H federation/council as outlined in the 4-H constitution/bylaws in accordance with the groups yearly goals.
2. When operating funds available to the federation/council or allocated account, clearly exceed current year plus one additional year of operating, the purpose of any income generation activity must be carefully reviewed.
3. Authorized 4-H groups may choose to raise money for their educational goals through fundraising, dues, donations, grants and auctions.
4. Any fundraising effort needs to be an activity in which 4-H members can learn skills (e.g. public relations, bookkeeping, and salesmanship).
5. The activity selected must abide by federal, state and local law as well as University of Minnesota and 4-H policies and rules.
6. Permission to raise funds using the 4-H name and emblem must be pre-approved by the Program Coordinator using the form and reported following the activity using the .
7. The income received and funds paid at these events may be subject to tax. Work with the Program Coordinator to determine if sales tax needs to be paid.
8. Disbursement of funds must be for the good of the total 4-H group and must be made through a majority vote of the members.
9. Funds cannot be distributed solely based on the level of participation in fundraising. (e.g. If a 4-H group is raising money and an individual raises \$100 they cannot be automatically eligible to receive \$100 of direct benefit).
10. Funds raised must not be used for personal financial gain for any individual. (e.g. pocket money and/or the purchase of personal items and souvenirs are clearly not legitimate uses of money raised in the name of 4-H.)
11. Apparel used for 4-H team group identification or 4-H promotion that has the official 4-H logo may be purchased at a reasonable cost. (i.e. \$15 toward a jacket and \$8 t-shirt)
12. Funds raised but not utilized by a committee of the federation/council may be redirected by the federation/council, under the direction of the 4-H Program Coordinator, to other 4-H youth development programs if a planned use of the funds is not clear.

From: YD Intranet - Operations and policies - Financial management - Income generation - Generation and use of public funds



Financial Practices

Handling Income at a Fundraiser

Directions: If cash will be collected at a fundraiser, the financial management team, and lead volunteer for the event will need to follow the steps outlined in this document to ensure funds are appropriately handled. The procedure requires the completion of the [Fundraising Income Transaction Form](#).

Prior to the educational program or fundraiser, obtain “start-up funds” by following the procedure outlined below:

- The Treasurer writes a check from the 4-H account for cash with the memo indicating that the funds will serve as “start-up money for XXX event”.
- The check is cashed and the funds are counted by the bank teller in front of the person who is cashing the check.
- The person who cashed the check completes the beginning cash portion of the [Fundraising Income Transaction Form](#). If the funds are transferred to someone else, this person verifies the amount with a second signature.

At the end of the fundraiser (or end of each day if it is a multi-day fundraiser), take the following steps to ensure accountability for the funds:

- A 4-H volunteer counts the money received in the presence of another 4-H volunteer.
 - The amount of cash is recorded on the [Fundraising Income Transaction Form](#) and both persons who counted the funds sign the form.
 - If a multi-day fundraiser, remember to retain the next day’s start up cash and make a note on the transaction form. Record the amount on a new [Fundraising Income Transaction Form](#) for the next day.
 - Turn the funds and the [Fundraising Income Transaction Form](#) over to a third person (e.g. treasurer, extension office, member of the fundraising committee) who counts the funds a third time and makes out the bank deposit slip. This individual delivers the deposit to the bank, escorted by a police officer if the funds are large.
 - If the treasurer is not the individual making the deposit, make sure they receive a copy of the deposit slip and the [Fundraising Income Transaction Form](#).
- The treasurer attaches the [Fundraising Income Transaction Form](#), all receipts, and the bank deposit slip to the transaction form ensuring that all items match. These documents provide back-up documentation for any bank deposits as a permanent part of the group records.