



Request to Fundraise

All 4-H fundraising activities need prior approval from the county 4-H Program Coordinator or 4-H Youth Development Regional Specialist. Return this form to your 4-H county extension office within 30 days of the fundraising decision and **prior to** the fundraising activity. Please attach additional pages as needed. This form should be completed in collaboration with youth members of the club/group. You will need to work with 4-H staff for any fundraiser that requires a Facility Use Agreement and Certificate of Insurance (at least 60 days prior to the event).

Please type or print neatly all sections below.

4-H Club Name:		Date:
Contact Person: <i>(certified volunteer in charge of event)</i>	Phone:	Email:

PART A

Date for Activity:	Estimated Expenses:	Estimated Income:
Name and Address of Facility where the event is being held (if applicable): <i>(please print)</i>		
If the fundraiser involves serving food, please list the name of the 4-H adult volunteer who will be participating at the event and who has received a current food handlers permit from county health district. <i>(please print)</i>		
Describe the activity, including products to be sold or services to be rendered. <i>(please print)</i>		
Describe how the funds raised will be used. <i>All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further 4-H educational programs. (please print)</i>		
Marketing Strategies: <i>Write down how you will promote your fundraiser. Example: For a fruit sale fundraiser, you may advertise on your Facebook page, send email to prospective customers, etc. (please print)</i>		

Risk Analysis: Write down the risks and insecurities your fundraiser is likely to face. Example: For a fruit sale fundraiser, a risk is that fruit is a perishable item and subject to spoilage. (please print)

PART B

Are you doing this fundraiser in support of or in conjunction with outside groups or organizations? (check one)

YES NO

If you checked yes, please answer the questions below:

What group(s) or organization(s) will this fundraiser benefit? (please print)

How will this fundraiser benefit the group(s) or organization(s)? (please print)

Please describe the needs of the group(s) or organization(s) and how they were determined. (please print)

What are you planning to do with the items or money collected in support of this group(s) or organization(s)? (please print)

By signing below, you confirm the accuracy of the information provided above.

Club President (print name)

Signature

Date

4-H Adult Volunteer (print name)

Signature

Date



Approved By:

4-H Faculty/Designated Staff

Signature

Date