



APPLICATION FOR FUNDRAISING ACTIVITY

NAME OF CLUB _____ DATE SUBMITTED _____

VOLUNTEER LEADER _____

PHONE _____ FAX _____ E-MAIL _____

PROPOSED FUNDRAISING ACTIVITY

DATE: _____ TIME: _____

LOCATION(S): _____

NAME OF ADULTS SUPERVISING _____
ACTIVITY _____

DESCRIPTION OF ACTIVITY: (Include type, how selected, and names of persons and/or
organizations involved.) _____

PURPOSE OF ACTIVITY: (Please explain why you are conducting this activity and what
the proceeds will be used for.) _____

ESTIMATED FUND RAISING GOAL: \$ _____

REQUESTED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

GUIDELINES FOR HARRIS COUNTY 4-H FUNDRAISING ACTIVITIES

Operating funds are important to the success of most organizations, and 4-H is no exception.

Funds for 4-H work are derived from many sources, and among these are club raising projects.

4-H is a function of our local, state and federal governments and the use of the name and emblem "4-H" is copyrighted by the United States Department of Agriculture. It is vital that we as professionals and volunteer 4-H staff members protect the wholesome reputation of the 4-H organization. Failure to do so could result in the loss of affiliation with the 4-H organization and use of the name and emblem.

The following guidelines should be followed when planning a 4-H club fundraising activity:

1. Never let fundraising lower the status or prestige of 4-H. Wholesome educational purpose for the funds and wise use of them are the most important guiding principle
2. Written application for approval of fund raising activity must be submitted and approved by the County Extension Office at least one month prior to the fund raising event.
3. Plans for the fundraising activity should not be carried out until the volunteer receives approval from an Extension 4-H Agent.
4. There must be a specific purpose for each fund raising activity, a starting and ending date, and a financial goal to be achieved, and a specific purpose for the funds usage.
5. Lotteries, raffles, or games of chance are not appropriate fund raising activities. Rather plan a 4-H fund raiser so that the public or customer will receive full value.
4-H must not promote a commercial product.
6. In the event of conflicting club fundraising activities, the date of application will determine approval (first come, first served).
7. A follow-up report is required to be submitted to the 4-H office at the conclusion of the fund raising activities, including funds raised, problems incurred, amount of product sold and/or returned, and recommendations for using this project in the future.
8. Remember the basic purpose of 4-H is education. Do not let fundraising busy work get in the way of more fundamental programs of learning and doing.