

4-H Fundraising 101

TIPS: Club Level

- ❖ All club level fundraiser requires a Notice of fundraising intent form to be filed with the Extension Office prior to the event. Two weeks prior is minimum & 1 month in advance is optimal. (See attached form).
- ❖ Be realistic: In your expectations r/t profits. Consider the work force required & available for utilization. Time, effort & resources required
- ❖ Keep it simple & short term. Do a 1 day event i.e.: carwash, bake sale or concession stand.

- ❖ **ORGANIZE** :
 - Labor force required
 - Equipment required for event.
 - Location.
 - Donations.
 - Signage.
 - Labor force: Utilize Sign up sheets with time & phone numbers for youth & parents. Use 2 hour time blocks. Contact parents to confirm work assignments, duties required donations needed & special clothing if any.
 - Equipment: Make a list & check it twice – be event specific. Arrive early for set up with needed equipment.
 - Location: You need a High Traffic location that is safe & visible...
 - Donations: Get needed items donated if at all possible – this increases your profits.
 - Signage: Clearly state who you are & what you are doing & prices.

- ❖ **County Level fundraisers.** All Chartered clubs are required to participate in **ALL** countywide fundraisers i.e.: Raffle Drawing & the Hunter Spectacular Auction through ticket sales (every Bell County 4-H Member is asked to sell at least five (5) tickets & each Club to make a donation of 2 items for utilization in the silent auction. (See attached list for donation / basket ideas).

- ❖ **What County fundraisers do for you & your clubs membership?**
 - Raffle drawing – The money raised here actually funds the county events – workshops, leadership training, camp fees or tuitions as applicable, ribbons, awards, county banquet. 10% of each Club's total ticket money sold goes back to the Club.