



## 4-H Club/Committee Financial Management Checklist #4: Charitable/Community Service Activities Guidelines

<b>Guidelines</b>		
<b>1.</b>	<p>If the 4-H Club/Committee has a majority vote to raise funds for another charity, the 4-H Club/Committee must:</p> <ul style="list-style-type: none"> <li>• Submit a Fund-Raising Approval Form to the County 4-H Staff and receive approval.</li> <li>• Let the public know that the Club/Committee is raising funds for a specific charity and not 4-H.</li> </ul> <p>All financial decisions must be voted on and recorded in the 4-H Club/Committee Secretary's Book.</p>	<input type="checkbox"/>
<b>2.</b>	<p>If the 4-H Club/Committee raises funds for a specific charity, the 4-H Club/Committee must deposit those funds into the 4-H Club/Committee account separate from any other event deposit and complete an Event Financial Form.</p> <p>For accounting purposes, write a check to the charity in the exact amount raised and deposited. If raising for more than one charity at a specific event, ensure that the checks for each charity add up to the total amount deposited.</p>	<input type="checkbox"/>
<b>3.</b>	<p>A 4-H Club/Committee may not donate funds that were previously raised in the name of 4-H to a charity. Funds for donation to charities must be raised separately.</p>	<input type="checkbox"/>
<b>4.</b>	<p>When handling cash from an event, two individuals (who are not related) <b>MUST</b> count and sign the deposit slip verifying the amount raised that will be deposited.</p>	<input type="checkbox"/>
<b>5.</b>	<p>Alcohol may <b>NEVER</b> be served at or near a 4-H Fund-raising/Charitable event.</p>	<input type="checkbox"/>