



4-H Club/Committee Financial Management Checklist #5: Fund-Raising Activities Guidelines

Guidelines		
1.	<p>If the 4-H Club/Committee has a majority vote to raise funds for the Club/Committee, they must:</p> <ul style="list-style-type: none"> • Submit a Fund-Raising Approval Form to the County 4-H Staff and receive approval. • Let the public know that the Club/Committee is raising funds for 4-H. <p>All financial decisions must be voted on and recorded in the 4-H Club/Committee Secretary's Book.</p>	<input type="checkbox"/>
2.	<p>If the 4-H Club/Committee raises funds, 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>	<input type="checkbox"/>
3.	<p>A 4-H Club/Committee must have a clear purpose for raising funds. The Club/ Committee should only raise funds with the intent to spend the funds on 4-H Club/Committee events/activities <u>within the current 4-H year</u>, unless approved with County 4-H Staff.</p>	<input type="checkbox"/>
4.	<p>Alcohol may <u>NEVER</u> be served at or near a 4-H Fund-raising/Charitable event.</p>	<input type="checkbox"/>
5.	<p>When handling cash from an event, two individuals (who are not related) MUST count and sign the deposit slip verifying the amount raised that will be deposited.</p>	<input type="checkbox"/>