



4-H FUNDRAISING GUIDELINES

1. 4-H does not and cannot charge dues as a condition of membership, since 4-H is a public-supported organization. However, it is recognized that a 4-H group or club will have expenses, which should be borne by the members. When this is the case, the membership can vote to assess themselves the amount necessary to cover these expenses. Expenses in this area would include insurance, paper and postage for a newsletter, refreshments for an activity, etc. The main consideration is that these assessments not be handled as dues, or as a condition of membership. This type of assessment should be kept to the minimum necessary to meet the actual expenses, and care should be taken by the Leader to insure that no one is forced out of the group, or placed in an embarrassing position as a result of the assessment.
2. Fund-raising programs using the 4-H club name or emblem, or involving 4-H participants and leaders, may be carried out for specific educational purposes. Such fundraising programs must have the approval of the appropriate Cooperative Extension Office as follows:
 - (1) Approval of the County Extension Office, or the appropriate land-grant institution, if the fundraising program is confined to a county.
 - (2) Approval of the State Extension Office, or the appropriate land-grant institution, if the fundraising program is multi-county or statewide.
 - (3) Approval of the Administrator, the Extension Service, or a designee if the fundraising program is multi-state or nationwide.

4-H fundraising programs may be carried out, so long as the products and services sold do not bear the 4-H club name or emblem, and are not themselves labeled as 4-H products or 4-H services.

3. It is recognized that 4-H groups or clubs will also desire to have activities, which do cost money, such as expenses noted in Item 1, or determine to raise scholarship money for members to participate in 4-H activities such as Camp or Trips. An effort such as this can be a great experience for the youth, working together toward a common goal that is beneficial to all involved. Careful planning should take place to insure goals and methods are realistic and wholesome. Such efforts include, but are not limited to:
 - A. Bake sales
 - B. Car washes
 - C. Clean-up efforts - Aluminum Salvage, Paper Salvage, etc.
 - D. Concession stands at activities
 - E. Providing labor for sale - such as, delivering newspapers or tabloids
 - F. Any fundraising campaign must be within the law. This should be approached with extreme caution. Experience indicates that often items provided for sale by a fundraising company are of questionable quality and if they fail, 4-H and the people who sold the item - YOUR 4-H members - are blamed for it. All lotteries or raffles must have approval of County Attorney's Office prior to the request being submitted to 4-H Office.

FUNDS MANAGEMENT

The management of funds is a critical consideration. Guidelines on money management are:

1. Have a purpose in mind before raising money. Set your goals and be sure the 4-H'ers are involved in all decisions. Do not raise money for the sake of raising money alone. All fundraising should be for the current 4-H year, not for a longer period of time.
2. **CLEAR YOUR FUNDRAISING IDEA WITH THE 4-H OFFICE.** Submit a REQUEST FOR 4-H FUNDRAISING PROGRAM APPROVAL form, before starting your campaign.
3. Carry out your fundraising effort and be sure all details are taken care of: Bills paid promptly, prizes delivered promptly, etc.
4. If you haven't already done so, establish a bank account in the club's name with two signatures required, usually the leader and the club treasurer. (These two signatures should not be from the same family.) Most banks will provide a no-charge account for 4-H groups. Request the 4-H employer I.O. number from the 4-H Office.
5. Permit the members to handle their money matters and let the treasurer function. This can be a great learning experience. They will need guidance from the leader, but this can be given and still permit maximum member involvement.
6. A Treasurer's Report is part of the Secretary's Book, which is to be turned in to the 4-H Office at the end of the year. As stated earlier, long-range fund carry-over is not desirable.
7. The reason long-range fundraising by clubs is discouraged is three-fold:
 - a. 4-H club membership is fluid. Each year you lose some members and gain some new ones. Therefore, those who raised the money should benefit from it.
 - b. Club leadership can also change and there have been instances where a sum of money was abandoned in bank accounts, due to lack of continuity.
 - c. 4-H is considered a non-profit organization and therefore, comes under I.R.S. regulations, which also discourages a carry-over of funds.
8. At the end of the 4-H year, submit a completed Annual Financial Account Statement.

4-H CLUBS ARE NOT TO OWN PROPERTY:

4-H clubs cannot become involved in purchasing real property or in building club houses, etc. This does not include items such as meeting flag sets, and routine consumable supplies essential for operating a club. Items used for instructional purposes, such as a portable sewing machine, is also acceptable. However, careful thought as to management and repair of the equipment should be considered prior to securing it. If items such as this are secured, all of the members should benefit from it.

WHAT IF THE CLUB DISBANDS OR HAS EXCESS FUNDS?

When a 4-H club disbands, all debts legally owed should be paid in full, and any excess should be immediately reverted to the County's 4-H Leaders' Council, which is the parent organization in the county. Under no circumstances can these funds go to the benefit of any individual. Funds may be given for a specific purpose on behalf of the club's name (example: scholarships, dog show, exchange, Washington Focus trip, etc.) Any equipment secured by the disbanding club should also revert back to the County 4-H Leaders' Council, which will assign it to clubs who can benefit from it.

FUNDRAISING APPROVAL FORMS ARE AVAILABLE FROM THE 4-H OFFICE AND SHOULD BE COMPLETED AND APPROVED PRIOR TO FUNDRAISING EFFORT.

If you have any questions, call the 4-H Office at 753-3788.