

# 4-H Fundraising Approval Form



All 4-H fundraising activities need **prior** approval from the county 4-H Professional. Fundraising includes and is not limited to acquisition of funds through activities and events of the 4-H club/affiliate such as selling or auctioning items or services, applying for grants, seeking donations, or receiving money in any way.

Return this form for approval to your UI County Extension Office. Please attach additional pages as needed. Work with the county 4-H Professional for any fundraiser that requires a Facility Use Agreement and Certificate of Liability for the facility hosting the event.

4-H Club/Affiliate Name: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Club/Affiliate EIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of fundraising:

- Selling or auctioning items or services
- Donation or sponsorship
- Grant
- Other (please describe) \_\_\_\_\_

Estimated Income: _____
Estimated Expenses: _____
Net Estimated Income: _____

Date of fundraising activity: \_\_\_\_\_

Date club/affiliate membership voted and approved the fundraising (anticipated) income and expenses budget:  
\_\_\_\_\_

Date all income and expenses will be reported in writing to the club/affiliate membership: \_\_\_\_\_

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1. Describe the purpose of the fundraiser, how the funds will be used.
  
  
  
  
  
  
  
  
  
  
  2. Describe how the 4-H Name and Emblem will be used.
  
  
  
  
  
  
  
  
  
  
  3. Name and address of facility hosting the fundraising event (if applicable) or location:
  
  
  
  
  
  
  
  
  
  
  4. Describe an outline of the activity, including any products or services to be sold or auctioned.

5. If applying for a grant, please complete the following four questions, otherwise skip to number 6.

a. What organization are you applying to for the grant?

b. What will the funds be used for?

c. How much funding are you applying for?

d. What is the estimated award date?

6. Is this fundraiser in support of an outside group or organization? (check one) Yes  No   
*(If yes, please answer the following questions. If no, skip to confirmation statement and signatures.)*

a. What group or organization will this fundraiser benefit?

b. How will this fundraiser benefit the group or organization?

c. Please describe how you determined what the needs of the group or organization are.

d. What are you planning to do with the items or money collected in support of this group or organization?

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By signing this document, we confirm the accuracy of the information provided. We understand and agree to follow all National 4-H and State 4-H fundraising procedures and guidelines. We understand that if grant money is direct through the University of Idaho, applicable fees will be deducted and the individual applying for the grant is responsible for all follow up reporting and meeting criteria of the grant. (You may request a copy of the 4-H fundraising procedures and guidelines from the Extension office if you do not already have a copy.)

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4-H Club/Affiliate President *(print)*

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Signature

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Date

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4-H Adult Volunteer *(print)*

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Signature

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Date

Approved by:

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County 4-H Professional *(print)*

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Signature

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Date

\*Note to 4-H Professional: If this is a request to apply for a grant, please forward a copy of this form to the State 4-H Office once you have approved it.

July 2018