Calhoun County 4-H
Request to Raise Funds/Accept Donations

This form must be completed, approved, signed by the 4-H Agent and on file at the Calhoun County Extension Office prior to any 4-H group conducting any fund raising activities or accepting donations.

4-H Group Name: _________________________________ Person Making Request: _________________________________

Address, City, Zip: _______________________________________________________________________________________

Phone: _________________________________________ E-mail: _____________________________________________

Treasurer’s Name: ________________________________ 4-H Group’s E.I.N.*: ___________________________________

Name and address of bank where your group’s bank account is located:

Describe the fundraising activity/donation (i.e., candy sale, car wash, dinner, etc.) and where it will be conducted:

Describe how funds from the fundraising activity/donation will be used (i.e., supplies, workshops, etc.):

Beginning Date(s): _______________________________ Ending Date(s): _______________________________

We, the members and volunteers of the _______________ Calhoun County 4-H group, agree to raise funds in accordance with all guidelines as stated in the Michigan 4-H Treasurer’s Record Book (4H1203) and with the United States Department of Agriculture regulations that follow:

(A) Fund raising programs using the 4-H name and emblem may be carried out for specific educational purposes. Such fund raising programs and use of the 4-H name and/or emblem on, or associated with, products and services for such purposes must have the approval of the appropriate County Extension Office, as follows:

  (1) Approval of the County Extension Service, or the appropriate land-grant institution, if the fund raising program is confined to the area served by the County Extension Service.
  (2) Approval of the State Extension Service, or the appropriate land-grant institution, if the fund raising program is multi-county or statewide.
  (3) Approval of the Administrator of the Extension Service, United States Department of Agriculture, or a designee, if the fund raising program is multi-state or nationwide.

(B) When used to promote 4-H educational programs, the 4-H club name and emblem, subject to obtaining authorization as provided in these regulations, may be used on or associated with products and services sold in connection with 4-H fund raising programs so long as no endorsement or the appearance of an endorsement of a commercial firm, product or service is either intended or effected.

In addition, we agree to abide by the following stipulations:

   ☑ The group’s Annual Summary Financial Report must show all income and expenses associated with the fundraising activity/donation and documentation that the funds were used for the purpose for which they were raised.
   ☑ Fundraising activities involving food must meet current Health Department regulations.
   ☑ Fundraising activities should provide a tangible good or service for funds received.

Signature of Person Making Request: _________________________________________ Date: ______________________

4-H Agent Signature: ______________________________________________________  Date: ______________________

*E.I.N.: The Employer Identification Number is the number from the federal SS-4 application that a 4-H group uses to get a bank account. This is also the number to use if the donor wants a tax deduction for their donation.

8/2003