Policy Rules for 4-H Fund Raising in Mecosta County

1. Fund raising should be done for the good of the total group and it should be consistent with the county's 4-H fund-raising policies. Fund raising should not be the main focus of group activities, nor should it exclude any individual from participation. Groups are expected to support the financial needs of the total group, and when possible, to assist with participant cost in county, state, national and international programs.

2. An educational component needs to be part of ALL fund raising activities. A group needs to be able to clearly state the educational value of the fund-raiser. It is not appropriate for clubs or groups to conduct fund-raisers solely for recreational purposes. However, if members participate in planning and budgeting – even a party can be educational.

3. To begin the review and approval process, clubs MUST complete and send the County 4-H Fund Raiser Application to the county 4-H Extension staff person at least 2 weeks before the event. If the fund raiser is approved, staff will notify the club leader. Fund raisers may only be held if this approval is received.

4. Within 10 business days after the end of the event, you must submit the "County 4-H Fund Raising Report Form".

5. All money raised using the 4-H name must be used only for 4-H activities. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means that money may not be given to individual group members or others, but must be used to pay for educational programs, activities, workshops or 4-H group supplies. Money may be transferred to fund county, state or national 4-H programs.

6. If a club or group participates in a fund raiser that could include door-to-door type sales, the following guidelines must be followed:
   a. 4-H youth NEVER conduct sales of any kind alone.
   b. An adult (over the age of 21) must accompany all youth during sale type fundraising. It may be necessary for more than one adult to accompany a group so that the youth are properly chaperoned at all times. **Please refer to the chaperone policy for 4-H activities.

7. All fundraising activities should be a club activity and should be monitored by the leader(s) of the club.

8. The general leader/administrative leader of the group/club in responsible for all fund raising conducted by the club.
MECOSTA COUNTY 4-H FUND RAISING REQUEST FORM

FILL THIS FORM OUT BEFORE THE FUNDRAISING ACTIVITY
Complete and return form to the Mecosta County MSU Extension Office – 4-H for approval before any fund raising activities are held. Requests are due at least 2 weeks before the fund raiser.

What is the proposed fund raising activity?

Date(s) of the fundraiser:

Location of fundraiser:

Is there a specific time for the fundraiser?

What will the club use the money for that is raised through this fundraiser?

What is the educational value of this fundraiser for the youth in the club?

If this fundraiser includes sales of any items, how will the sales be conducted?

Club Name: ____________________________

Address: ______________________________

Person making request: __________________ Phone: __________________

Return to: Mecosta County 4-H
Mecosta County Extension
14485 Northland Drive
Big Rapids, MI 49307
MECOSTA COUNTY 4-H FUNDRAISER REVIEW FORM

FILL THIS FORM OUT AFTER THE FUNDRAISING ACTIVITY
Complete and return form to the Mecosta County 4-H Council 10 business days after the approved fundraising activity is held.

What was the approved fundraising activity?

Where and when did the approved fundraising activity take place?

How many youth members in the club participated?

Income from approved fundraising activity

$__________________________

Expenses from approved fundraising activity

$__________________________
(please list expenses)

__________________________
__________________________
__________________________
__________________________

Profits from approved fundraising activity

$__________________________

Club Name: ____________________________________________

Address: ____________________________________________

Phone: ____________________________________________

Leader's Signature: __________________________________

Return to: Mecosta County 4-H Council
Mecosta County Extension
14485 Northland Drive
Big Rapids, MI 49307