



## Michigan State University Extension Guidelines for Kalamazoo County 4-H Club Fund Raising Activities



Each registered 4-H is designated, by the federal government, as a 501(c)3 organization which is a non-profit educational organization status. As a 501(c)3 organization, you are required to only raise funds for educational purposes. You may not raise funds to benefit individuals within your club. When you raise money for your club, you are doing just that...raising money for that club. Therefore, the money raised belongs to the club and not the individuals who raised it. Overall, the funds belong to the county 4-H program and the county staffs are ultimately responsible for ensuring that the funds are raised and spent appropriately.

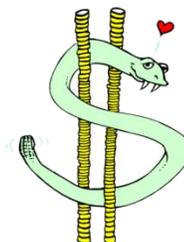
Following these guidelines will ensure that every effort is being made to raise funds under the 4-H emblem and name in a legal and ethical manner.

- 1) Never let fund raising lower the status or prestige of 4-H. (Educational purpose for funds and wise use of them are the most important guiding principles.)
- 2) Written application for approval of fund raising activities must be submitted and approved by the county 4-H agent at least two weeks prior to the fund raising event. Plans for the fund raising activity should not be carried out until the leader receives this written approval.
- 3) There must be a specific educational purpose for each fund raising activity.
- 4) Lotteries, drawing or games of chance are not appropriate fund raising activities and will not be approved. Plan 4-H fund raising activities so that the public or customer will receive full value.
- 5) In the event of conflicting club fund raising activities, the date of application will determine approval (first come-first serve basis).
- 6) Remember, the basic purpose of 4-H is education. Do not let fund raising get in the way of more fundamental programs of learning and doing.
- 7) If you anticipate that your club will have taxable sales of \$5,000 or more in one year, remember to charge 6% sales tax and to submit sales tax collected at the end of the year to the MSUE office, along with the appropriate reporting form.
- 8) One form must be filled out for each fundraiser per club. No "blanket forms" are allowed because each club has different purpose and EIN #'s.

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Kalamazoo County 4-H is a function of our local, state and federal governments and the use of the 4-H name and emblem is patented by the United States Department of Agriculture. It is critical that we all protect and promote the reputation of this organization. Failure to do so could result in the loss of affiliation with the 4-H organization and use of the name and emblem. Please refer to the Michigan 4-H Treasurer's Record Book or contact our office at (269)383-8867 if you have question or would like further explanation on fund raising as a 4-H club.

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## Examples of Appropriate and Inappropriate Fund Raising

### Example #1:

The Classy Clover 4-H Club decides that they would like to attend Exploration Days at Michigan State University, however, they need to raise money in order to participate in this educational retreat. The club decides to have a car wash in order to raise some money. Before they begin to raise the money, the club sits down and drafts a budget for attending Exploration Days. They figure out how much it will cost to send all interested members to the workshop and decide that this is the amount that they will aim for in their fund raising. They also develop a plan of action for the following scenarios: they raise more money than needed; and they do not raise enough money to cover the costs. The club members solicit donations (buckets, sponges and soap) from a local store in exchange for credit to the store for their generosity in any media coverage the club receives. The car wash is a success because all of the club members participated and had fun learning how to work as a team and make decisions. Unfortunately, the club does not raise enough money to cover their expenses in full. They did, however, anticipate falling short of their goal and had decided, before they began fund raising, that they would each use part of their personal savings to cover the remainder of the costs.

**This is a good example of appropriate fund raising under the 4-H name and emblem:**

- The members had an educational need for the money (to attend a workshop).
- The members put, in writing, their monetary goal and what procedure they would follow if they were to exceed or fall short of that goal.
- The members solicited in kind resources from area businesses for educational purposes.

### Example #2:

The Busy Bee's 4-H Club decides that they would like to have a fashion show in order to raise money for a community service project (sewing pajamas for a children's shelter), to attend the State 4-H Personal Appearance Workshop and to hire a guest speaker for a future club meeting. In order to fund the fashion show, they solicit sponsorships from local businesses which are somehow involved in the fashion/sewing industry. A letter to each sponsor is drafted and includes exactly what the funds will be used for if they are received by the club (community service projects, State 4-H Personal Appearance Workshop and to hire a guest speaker). The club actually exceeded their monetary goal and must now decide what to do with the remaining funds. The club decides to take a club trip to Cedar Point.

**This is not an appropriate use of the funds raised!** The sponsors were not told that they were potentially funding a club trip to Cedar Point. Some could also argue the educational value of such a trip. This club should have had a plan set in place in the event that they raised too much (or even too little) money. That plan should have been shared with all donors as well.

# Have a Plan!

## Is your fund raising plan well thought out?

Answer these questions to find out:



What do we need to raise the money for?

How will we raise the money? (Sell something? Business sponsor? In kind donations?, etc.)

What can we give each donor, in writing that will explain the reason for the needed funds?

If we received a request for money in order to assist someone with this goal, would we contribute? Why? Why not?

What skills we learn as we raise the funds?

What skills will we learn as we utilize the money that we raised?

What other educational-related activities should we use the money for if we exceed our goal?

How can we secure more money if we fall short of our goal?



# Kalamazoo County 4-H Fund Raising Application



This must be completed and filed with the county 4-H office  
at least 2 weeks prior to the proposed activity

Name of Club: \_\_\_\_\_ Date: \_\_\_\_\_

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

Address: \_\_\_\_\_ (City/Zip): \_\_\_\_\_

Beginning Date of Activity: \_\_\_\_\_ Ending Date of Activity: \_\_\_\_\_

Description of Activity: (How will you raise money?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Activity:  
What is the educational purpose? \_\_\_\_\_

How **exactly** will the proceeds be used? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Receipt of Funds: What will you give each donor, in writing, that will explain the reason for the needed funds? **A copy must be attached to this application!**

What is the club bank account EIN# where the funds will held? \_\_\_\_\_

What plans do you have if you fall short of your monetary goal? \_\_\_\_\_  
\_\_\_\_\_

What plans do you have for any excess funds you may raise? \_\_\_\_\_  
\_\_\_\_\_

One final question, if you received a request in order to assist someone with this goal, would you contribute? Why or Why not? No need to write an answer.....just something to think about!

We, the members of the \_\_\_\_\_, agree to raise funds in accordance with the following United States Department of Agriculture regulations:

(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 emblem on or associated with, products, and services for such purposes must have the approval of 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. Tributes to 4-H contained on or associated with commercial products or services, when such products or services are used for fund-raising activities, are subject to the requirements of the paragraph. All moneys received from 4-H fund-raising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational program.

Community Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person/Person Submitting Request: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

4-H Agent Signature

**Return to the Kalamazoo County 4-H Office by mail at  
3299 Gull Road, Kalamazoo MI 49048 or fax at (269)384-8035**

**You will be notified with a decision for approval within five business days from  
the date your application was received. You may not conduct your fund raising activity without  
written approval from the 4-H MSUE office.**

# Kalamazoo County 4-H Fundraiser Review Form

This form needs to be completed & returned to the Kalamazoo County MSU Extension Office 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?

\_\_\_\_\_

Income from approved fundraising activity: \$ \_\_\_\_\_

Expense from approved fundraising activity: \$ \_\_\_\_\_

Please list general expenses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Profits from approved fundraising activity: \$ \_\_\_\_\_

Who was the cash count witnessed by? \_\_\_\_\_

What were the profits used for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Club Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## Return to:

Kalamazoo County MSU Extension  
4-H Youth Programs  
3299 Gull Rd., Wing 2, Room 410  
Kalamazoo, MI 49048

