GUIDES FOR RAISING FUNDS FOR LOCAL 4-H CLUBS

These suggestions are a guide to 4-H clubs raising private funds in support of their educational programs.

Good Ideas on Raising Money for Local Clubs

1. Sales, bazaars, auctions, or roadside stands for selling products which 4-H’ers themselves have raised or processed.

2. Marketing projects whereby 4-H members serve the general community by helping market a peak surplus of products at a bazaar or festival. Some examples are apples, nuts, vegetables, flowers, plants, crafts, and toys.

3. Serving dinners, box suppers socials, refreshment stands at fairs or games.

4. Amateur entertainment festivals such as community dances, plays, skits and pageants, musicals, socials, and skating parties.

5. Recycling of newspapers, glass, tires, and metal.

Guides For Raising Funds for Local 4-H Clubs

1. Many clubs assess their own members for dues. This is accepted practice in some communities, but has certain undesirable features. Members should clearly understand that this money is for local club use only.

2. Encourage members to sell the results of project work. Such as crafts, animals, and vegetables.

3. Never use the 4-H name or emblem in connection with sales of a commercial product. Commercial or consignment sales of candy, cookies, feed, seed, fertilizer, or other products in competition with regular trade channels should be avoided. Avoid magazine subscription campaigns.

4. Discourage lotteries or games of chance. Rather, plan 4-H fund raising so that the public or customer will receive full value. Remember there are State and local laws and regulations regulating lotteries.

5. Try to avoid door-to-door canvass or “tag days” for donations. Give people something for their money or sell them on the merits of direct help with the educational program.

6. Consider carefully before accepting money from a community chest. Extension should be held in the same status as public schools and other education and put emphasis on public support for ongoing programs.

7. Use accepted fund raising procedures for specific worthy projects, such as a camp or special event and inform the general public how funds will be used and controlled.
8. Insist that any fund raising project come about as a result of interest and appreciation for 4-H work, its precepts, ideals, and goals.

9. Remember the basic purpose of 4-H is education. Do not let sideline “busy work” like door-to-door canvassing get in the way of more fundamental programs of learning and doing.

10. Keep fund raising to a minimum. One or two special drives per year should be the maximum and keep these campaigns short.

11. Never let fund raising lower the status or prestige of 4-H. Wholesome educational purpose for funds and wise use of them are the most important guiding principles.
CLARE COUNTY 4-H FUNDRAISING APPLICATION

This form must be completed, approved, signed by the 4-H Extension Staff, and on file at Clare County MSU Extension Office before any fund raising activities can be held.

CLUB NAME: _________________________________________________________________
LEADER: _________________________________ Phone: _______________________

Describe the FUNDRAISING ACTIVITY: ____________________________________________
____________________________________________________________________________
____________________________________________________________________________

Where is the Fundraising Activity to be held? _______________________________________

What is the fund-raiser’s educational value to the members? ____________________________
____________________________________________________________________________

Proposed starting date of the activity: _____________________
Expected ending date of the activity: __________________________

We, the members and volunteers of the ____________ Clare 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 and agree to submit a fundraiser report form within 2 weeks of the completion of this fundraiser.

In addition, we agree to abide by the following stipulations:
  o The group’s annual Summary Financial Report must show all income and expenses associated with fundraising activity/donation and the documentation that the funds were used for and the purpose for which they were raised.
  o Fundraising activities involving food must meet current Health Department regulations.
  o Fundraising activities should provide a tangible good or service for funds received.

Please Return To: 4-H Youth Staff
MSU Extension-Clare County phone: (989) 539-7805
225 W Main St fax: (989) 539-2791
PO Box 439 – County Bldg Harrison, MI 48625-0439

Signature of Person Making Request ________________________________ Date: ___________

Signature of 4-H Staff ____________________________________________ Date: ___________
CLARE COUNTY 4-H FUNDRAISING REPORT FORM

This form needs to be completed and returned to Clare County MSU Extension Office within 14 days after the approved fund raising activity is held.

CLUB NAME: _________________________________________________________________
LEADER: ___________________________________________ Phone: __________________

WHAT WAS THE FUNDRAISING ACTIVITY?
__________________________________________

WHERE AND WHEN DID THE FUNDRAISING TAKE PLACE?
__________________________________________

Would you recommend this fundraiser to other 4-H Clubs? ___________________________

Did you encounter any problems with the fundraiser that the MSU Extension staff should be aware of?
If yes, please describe__________________________________________

INCOME FROM FUND RAISER: $______________________________
EXPENSES FROM FUND RAISER: $______________________________
(Please list general expenses)
__________________________________________
__________________________________________
__________________________________________
__________________________________________
PROFITS FROM FUND-RAISING ACTIVITY $______________________________

Contact person: ________________________________ Phone: __________________
Email: __________________________________________

THIS FORM MUST BE ON FILE 14 BUSINESS DAYS AFTER FUNDRAISING ACTIVITY HAS BEEN HELD.

Please Return To: 4-H Youth Staff
MSU Extension-Clare County
225 W Main St
Harrison, MI 48625-0439Fax# (989) 539-2791

4-H Staff Signature: ________________________________ Date: __________________