



4-H Club Fundraiser Check-list & Approval Form

Please complete and sent to 4-H Agent prior to conducting the fundraiser.

Resource development and having available funds for 4-H club activities and events is very important to the success of your club. Careful planning and maintaining the public trust, use of 4-H logo, and Best Money Practices are also very important considerations when planning a 4-H Club Fundraiser. Prior to conducting a club fundraiser the following information should be listed and sent to the 4-H agent for approval.

Club Name: _____ Name of club Fundraiser: _____

Dates for Fundraiser: Beginning Date _____ Ending Date _____

What club members are serving on the planning/work committee for this fundraiser?

Who is the chairperson(s) or contact person(s) for the fundraiser?

Why are you planning this club fundraiser?

The funds will be used for?

Date membership approved fundraiser

What vendor or product will be used to raise these funds?

Attach a copy of your Proposed Fundraiser Budget

Your club marketing information, provide copy of your flyer or announcement.

Would you like information about your club fundraiser included in the 4-H newsletter and post to our web site? Yes No

Club Fundraiser final report should be provided to club membership which briefly states what worked, what didn't, total expenses and profit. (Place copy of final report with club minutes.)

Questions, please contact me.

Remember the W's
Who
When
Where
Why

Extension office Use:

Date received from club: _____

Date reviewed and approved by 4-H Agent: _____

4-H Agent's Signature: _____