

CAPE GIRARDEAU COUNTY 4-H FUNDRAISING APPLICATION

Fundraising can be a good way for clubs to learn organizational, financial, business and cooperation skills. It can also be fun. **If the group is contemplating holding a fund-raiser, we strongly encourage the group to discuss the following items before completing the application below:**

- What can members learn from this experience? Educational goals?
- Can it be accomplished by each member?
- What, specifically, are the funds being raised for?
- Put in writing how and when a member will qualify to benefit from the funds.
- Set goals for the fund-raiser.
- How will the group keep track of funds raised? Identify the member(s) who will manage this task.
- What will the group do if enough funds are not raised to meet the group's goal? What if the group raises more funds than are needed?
- Understanding that funds raised are for the total group (not for individuals based on their level of participation in the fund-raiser), be sure to discuss how the group will handle it if some members raise fewer funds or are less active in the fund-raising activity than others.

Addressing these things ahead of fundraising will ensure all participants agree with the fundraising goals and reduce the probability of disagreements later.

Please submit at least two weeks prior to event when possible.

Please type or print all information provided.

4-H Club Name:		Today's Date:
Contact Person:		Phone:
Email:		
Alt. Contact Person:		Phone:
Email:		
Date for Activity:	Start time:	Est. end date/time:
Name and Address of Facility hosting the event (if applicable):		



Outline the activity, including products to be sold or services to be rendered.

Are you doing this fundraiser in support of an outside group or organizations?

NO YES

If yes, what group will it benefit?

Anticipated Use of Funds (If you answered NO above please explain why you are conducting this activity and how the proceeds will be used.)

Why are we doing a fundraiser?

What will the funds be used for?

Describe how the [4-H Name and Emblem](#) will be used/displayed.

<https://nifa.usda.gov/sites/default/files/resource/4-H%20Name%20and%20Emblem%20User%20Guide%202014.pdf>

If there will be people other than 4-H volunteers working, you will need to consider securing insurance. The cost is no more than \$8.00 a day. Please check with Lesley or Marsha.

Please attach a flyer of your fundraiser, if available.

Complete the Post Fundraising Report within 30 days after your event.



Post Fundraising Report

This report should be completed within **30 days** of the 4-H fundraising event.
The intent of this form is to keep us informed of fundraising activities
and to measure educational goals that are reached.

4-H Club Name:	Activity & Date conducted:
Who was involved?	
Number of 4-H members:	Number of 4-H volunteers:
Number of non -4-H youth that helped:	Number of non -4-H adults that helped:
Fundraising outcomes: (i.e. life-skills practiced, educational goals, fun had, etc.)	

Signed: _____

(Club Treasurer)

Signed: _____

(Club Leader)

Signed: _____

(Parent/Volunteer)

