

4-H CLUB FUNDRAISER PRE-EVENT FORM

Walla Walla County 4-H Program

Please complete this form and return it to the Extension office **prior to** announcing your fundraising activity. This form needs to be completed for all raffles, fundraisers (gross > \$100), or any grant requests by a 4-H club.

This form will provide to the Extension office the information we need to deal with any calls regarding the activity, an awareness of financial intentions of the group, and the handling of any risk management issues which may occur.

4-H clubs are required to provide the following information in the Annual 4-H Financial Report Summary. Completing this page at the time of your fundraiser will help you in the completion of your year-end report.

Club Name: _____ Date: _____

Date, or Time Limit, for Fundraiser: _____

Fundraiser:

- Description of fundraiser:

- Expected amount to be raise from fundraiser: \$ _____ Budgeted cost of fundraiser: \$ _____

- Description of what the budgeted costs will provide (*purchasing equipment or supplies, raffle tickets, advertising, prizes, etc.*)

- Purpose of fundraiser (*what is the money to be used for*):

Grant: If your club has received a grant please complete the above fundraiser information and attach a copy of the grant. A copy of your grant follow-up report will need to be attached to the club's Annual Financial Report.

Donors: Reminder – all donors who have contributed \$100 or greater or have contributed assets valued at \$100 or greater must be listed on the club's Annual Financial Report. Information requested is: the donor's name, value of the contribution, and the purpose of the donation.

Club Leader's Signature: _____ Date: _____

WSU Ext. Director's Signature: _____ Date: _____