



WASHINGTON STATE UNIVERSITY  
EXTENSION

## CHELAN/DOUGLAS COUNTY 4-H YOUTH DEVELOPMENT 4-H FUNDRAISING GUIDE & APPROVAL PROCESS

### Who Can Raise Funds in 4-H?

Fundraising is conducted to help raise money for chartered 4-H club, program, and group (groups include 4-H councils or committees) treasuries. Family 4-H groups, other non-chartered entities, or clubs/groups without an EIN number are not eligible to use the 4-H Name and Emblem to fundraise. Clubs/groups occasionally sponsor fundraising as needed to meet the educational goals and needs of the club.

### Purpose of 4-H Fundraisers

Fundraisers, broadly defined, are selling useable, useful or edible products or services usually in exchange for money. For several reasons, 4-H clubs/groups are asked not to get involved in too many fundraisers. 4-H club, committee, area council and county council funds help defer costs associated with 4-H educational trips, programs, opportunities, scholarships, club needs, community service projects, and are used to support recognition of 4-H members and leaders. Money derived from 4-H fundraising activities must be used to strengthen and enhance the educational mission of 4-H. Understanding financial goals and deciding how a club should spend its funds is part of the 4-H educational experience. Use discretion and common sense when deciding how to raise and use the funds. 4-H clubs must determine their goals prior to engaging in fundraising activities. Funds for program enhancements may be accepted from donors on a local, county, district, and/or state basis, provided the support is offered without restrictive criteria and is consistent with the purposes of the 4-H Youth Development Program. Restrictive criteria include use of mandatory products, trade names, breed association requirements, etc. In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered for sale: "A portion of the sales price of this product or service will be used to promote 4-H educational programs. No endorsement of the product or service by 4-H is implied or intended." NOTE: To ensure the safety of youth, please do not allow 4-H'ers to do fundraisers alone.

### Approval Process for 4-H Fundraisers

Please fill out and send the attached completed 4-H Fundraising Request form for the Extension Office within 5 days of the fundraising decision and prior to any initiating of any fundraising activity. If you do not get a response from the Extension Office within 5 working days of submitting the form, please follow up with the 4-H Program Coordinator/Assistant. Failure to submit this form may result in your club/group losing its privilege to handle funds. If 4-H clubs/groups are interested in conducting a raffle, or any other games of chance, you must contact the extension office for more information. The WA State 4-H Policy requires all 4-H club/group fundraisers to have prior approval by their local 4-H County Extension Office. We hope the attached Request Form will help you meet this requirement!

Additionally, WA State 4-H Policy requires careful record keeping for all fundraisers, from recording the decision to hold the fundraiser in the meeting minutes, to properly documenting all related expenses and funds received. Properly accounting for fundraisers is part of the annual financial reports each club/group turns in to the Extension Office at the end of the 4-H year. Your general club leader and/or council/committee treasurer should be familiar with the process as outlined in current WA State 4-H Policy, 4-H Treasurer's Book, and 4-H Leader's Guide to Handling Funds.

*Kiehn, Jeannie. (2017). Washington State University 4-H. Adapted from University of California Cooperative Extension "4-H Treasurers Manual." Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. Reasonable accommodations will be made for persons with disabilities and special needs who contact the local Extension office at least 2 weeks in advance.*

**Please continue to the next page for the Request to Fundraise Form.**

Only pages 3 - 4 need to be completed and returned to your Extension Office for approval.

**Chelan-Douglas Clubs/Councils-Send to:**

Chelan-Douglas 4-H OR Email to Michelle Lain: [michelle.lain@wsu.edu](mailto:michelle.lain@wsu.edu)  
400 Washington St.  
Wenatchee, WA 98801

**Grant-Adams Clubs/Councils – Send to:**

Grant-Adams 4-H OR Email to Jeannie Kiehn: [jmkiehn@wsu.edu](mailto:jmkiehn@wsu.edu)  
WSU Extension  
1525 E Wheeler  
Moses Lake, WA 98837

**Lincoln-East-Adams Clubs/Councils – Send to:**

Lincoln-Adams 4-H OR Email to Karen Robertson: [robertk@wsu.edu](mailto:robertk@wsu.edu)  
WSU Extension  
205 W Main Ave.  
Ritzville, WA 99169

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**Questions ?**

**Michelle Lain**

Chelan/Douglas 4-H Program Assistant  
509-667-6540  
[Michelle.lain@wsu.edu](mailto:Michelle.lain@wsu.edu)

**Jeannie Kiehn**

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**Randy Williams**

4-H Program Coordinator, Lincoln-Adams  
509-869-1818  
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**Karen Robertson**

WSU Extension 4-H Program Assistant  
509-659-3209  
[robertk@wsu.edu](mailto:robertk@wsu.edu)



# Request to Fundraise Form



**ALL** 4-H fundraising activities need prior approval from the county 4-H Program Coordinator or 4-H Youth Development Regional Specialist. Return this form to your 4-H county extension office within 5 days of the fundraising decision and **prior to** the fundraising activity. Please attach additional pages as needed. This form should be completed in collaboration with youth members of the club/group. You will need to work with 4-H staff for any fundraiser that requires a Facility Use Agreement and Certificate of Insurance (at least 60 days prior to the event).

**Please type or print neatly all sections below.**

4-H Club Name:	Date:	
Contact Person <i>(certified volunteer in charge of event)</i> :	Phone:	Email:

## PART A

Date for Activity:	Estimated Expenses:	Estimated Income:
Name and Address of Facility where the event is being held (if applicable):		
If the fundraiser involves serving food, please list the name of the 4-H adult volunteer who will be participating at the event and who has received a current food handlers permit from county health district.		
Describe the activity, including products to be sold or services to be rendered.		
Describe how the funds raised will be used. <i>(Please put date of motion and motion from the club meeting minutes here.)</i>		
Marketing Strategies: <i>(Write down how you will promote your fundraiser. Example: For a fruit sale fundraiser, you may advertise on your Facebook page, send email to prospective customers, etc.) (Send all advertisements-Flyers, Facebook, Newspaper, etc. to 4-H Office for approval prior to public release)</i>		

**Risk Analysis:** (Write down the risks and insecurities your fundraiser is likely to face. Example: For a fruit sale fundraiser, a risk is that fruit is a perishable item and subject to spoilage.)

**PART B**

Are you doing this fundraiser in support of or in conjunction with outside groups or organizations?

(check one)

YES     NO

If you checked yes, please answer the questions below:

What group(s) or organization(s) will this fundraiser benefit?

How will this fundraiser benefit the group(s) or organization(s)?

Please describe the needs of the group(s) or organization(s) and how they were determined.

What are you planning to do with the items or money collected in support of this group(s) or organization(s)?

By signing below, you confirm the accuracy of the information provided above.

\_\_\_\_\_  
Club President (*print name*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Adult Volunteer (Club Leader) (*print name*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
4-H Faculty or Designated Staff (*print name*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date