

## Martin County 4-H Association – Club Fundraiser Guidelines

**To Begin:** It is important to estimate the amount of money your club will raise from a fundraiser. Pre-approval is needed in order to start a fundraising activity using the **Fundraiser Approval Form**. Check with our 4-H Agent to see if there are limits on how much you can raise and if there are any special restrictions on extremely large fundraisers.



**Martin County 4-H Association**  
Fundraising Permission Form

Section 1: Request for Approval for Fundraising Project

Club: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

Merchandise Description to be Purchased (must be through the 4-H office): \_\_\_\_\_

Cost: \_\_\_\_\_ Retail: \_\_\_\_\_

Tax Collected: \_\_\_\_\_ Verify rate from county \_\_\_\_\_

Purpose/Goal of Funds (must be educational): \_\_\_\_\_

Names of adults responsible and/or on site at all times: \_\_\_\_\_

Date of Fundraiser: \_\_\_\_\_

Location of Fundraiser: \_\_\_\_\_

This request prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Section 2: 4-H Office Approval

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved:  YES  NO Reason: \_\_\_\_\_ Date: \_\_\_\_\_

Notification to Club (Person Notified): \_\_\_\_\_ Date: \_\_\_\_\_

**Raise funds with a purpose.** In other words, only raise money if it is needed and will be used for a specific educational project. It is not just to add funds to your club account.

**Before using the 4-H name or emblem** on products club members have made or produced, contact our 4-H Agent for approval. **DO NOT** put the 4-H name or emblem on commercial products your club is selling as a fundraiser, unless it has been approved. Review the Fact Sheet for regulations on using the 4-H Name and Emblem, which is available online on the 4-H policies webpage. Florida 4-H: <http://florida4h.org/policies/>

**Plan Effectively - Promote It - Keep it a Learning Experience - Account & Document all Funds**



### Checklist: Before – During – After

- Fundraiser Approval form completed and submitted to the 4-H Agent for approval.
- Approval received to begin Club Fundraiser planning: Marketing, receipts, accounting.
- Items needed for fundraiser: submitted for order through 4-H office.
- Marketing of the fundraiser. 4-H office support available.
- Receipts created for documentation of funds. Example: Receipts pre-filled, tickets with stubs, cash register use for tape receipt.
- Paperwork and documentation completed to verify cash and checks.
- Funds management Form** completed with accompanying original support documents. Copies made of all documentation for the club records.
- Fundraiser monies deposited with the 4-H office with all paperwork. Receipt received from Extension office staff who accepted your club fundraiser deposit into the office.



Write a receipt. A receipt is a written form recording the amount of money received. Your club should have a receipt book with pre-numbered, duplicate/triplicate pages.

**Important:**

Give the original to the donor or customer and keep the duplicate copy for your club deposit. Copies will be made in the 4-H office for your club records, if needed.

All the funds collected with corresponding receipt duplicates and other necessary documents should be submitted to your county 4-H office with the accompanying **4-H Funds Management Form** *within 72 hours of the end of the fundraiser*. Follow guided instructions for making your deposits.



**All checks are made payable to: Martin County (MC) 4-H Association**

Note: Memo line should indicate your Club name and Fundraiser name

Reimbursement for expenses may be made in a timely manner, **no later than 30 days after initial purchase.** The **4-H Funds Management Form** with original receipts is required. The 4-H Agent reviews and approves expenses prior to the issuance of a check. Photocopies may be available from the 4-H office. Scanned documents can be created for electronic/email receipt.

**Note:** Cash Receipts, Expense Receipts and the 4-H Funds Management Form are all crucial parts of club funds handling. Documentation and record-keeping assist your club members in learning to manage and handle money/transactions responsibly.

**Martin County 4-H Association - Funds Management Form**

**Request for Reimbursement or Funds from:**

Club Account: \_\_\_\_\_  
 Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ Check #: \_\_\_\_\_  
 Receipt attached:  Yes - required  No - authorization required Date receipt rec'd: \_\_\_\_\_

Payable to: \_\_\_\_\_  
 Requested by: \_\_\_\_\_  
 Club Leader: \_\_\_\_\_  
 Authorized by: \_\_\_\_\_  
 Description of expense: \_\_\_\_\_  
 \_\_\_\_\_

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**Deposit of Funds to:**

Club Account: \_\_\_\_\_  
 4-H Association General Program Funds - UF 182 ACCOUNT  
 Date: \_\_\_\_\_ Amount to Deposit: \_\_\_\_\_  
 Cash Receipts attached:  Yes - required  No - authorization required Rec'd in office by: \_\_\_\_\_  
 Donation  Yes  No from: \_\_\_\_\_  
 Requested by/deposit received from: \_\_\_\_\_  
 Description of funds deposited: \_\_\_\_\_  
 \_\_\_\_\_

Cash - Amount: \_\_\_\_\_  Check # (s): \_\_\_\_\_  
 \_\_\_\_\_

**When in Doubt – Document and Reach out for Assistance. We are here to support!**

