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.

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.

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