

4-H Fundraising Information Sheet

This form must be filled out if your club is participating in any fundraiser, other than the fundraising opportunities provided for you through the Lawrence County 4-H program. Request form must be submitted to the Ohio State Extension office at least one month before the advertising of the proposed fundraising event.

If seeking private support for 4-H programs, through fundraising, State and local Extension officials must insure that the funds are given and used in accordance with Title 7 of the Code of Federal Regulations section 8 and USDA Guidelines pertaining to the 4-H program. Critical elements of these include:

- Fundraising programs using the 4-H Name and Emblem may be carried out for specific educational purposes. Such fundraising programs and use of the 4-H Name and Emblem on or associated with, products, and services for such purposes must have the approval of the OSU Extension Professional.
- All moneys received from 4-H fundraising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational programs.
- Private support moneys should be:
 - Given and used for priority educational purposes.
 - Accounted for efficiently and fully.
- Fundraising groups properly authorized to use the 4-H Name and Emblem are to be held accountable to the 4-H program granting authorization. There must be a definite plan to account for funds raised prior to authorization. Such a plan should be within the policy guidelines of the State for handling funds.
- Any use of the 4-H Name and Emblem is forbidden if it exploits the 4-H program, its volunteer leaders or 4-H youth participants or USDA. Cooperative Extension, land-grant institutions, or their employees.
- The 4-H Name and Emblem shall not be used to imply endorsement of commercial firms, products or services.
- In connection with 4-H fundraising purposes, the following disclaimer statement must be used on products or services offered to 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.”*

4-H Fundraising Request Form

This form must be filled out if your club is participating in any fundraiser, other than the fundraising opportunities provided for you through the Lawrence County 4-H program. Request form must be submitted to the Ohio State Extension office at least one month before the advertising of the proposed fundraising event.

Name of 4-H Club: _____

Name of adult responsible for fundraising: _____

Address: _____

Phone Number: (_____) _____ - _____

Type of fundraiser: _____

Purpose of fundraiser:

Fundraising goal: \$ _____

Anticipated gross receipts: \$ _____

Cash outlay required to conduct fundraiser: \$ _____

Date of Event: _____

Location of Event: _____

Certificate of Insurance Needed? _____ Yes _____ No

Club advisor signature: _____ Date: _____

(FOR OFFICE USE ONLY)

The above fundraiser has been Approved Denied

OSU Extension Professional: _____ Date: _____

Comments:

