

GEARY COUNTY 4-H FUNDRAISER APPROVAL FORM

This form is for the 4-H Club or group to approve their fundraiser, ensuring that all K-State Research and Extension and Kansas 4-H policies are followed. Submit this form to the Extension Office or by email to gkopfer@ksu.edu. Allow at least 1 week for the fundraiser to be reviewed. If the fundraiser needs to be revised, the individual listed below is the one who will be contacted. Visit the club leader resources page (https://www.geary.k-state.edu/4-h/club_leader_resources.html) for resources and things to consider when planning a 4-H fundraiser.

THIS FORM IS DUE TO THE GEARY COUNTY EXTENSION OFFICE BEFORE BEGINNING YOUR FUNDRAISER. DO NOT PROMOTE OR IMPLEMENT YOUR FUNDRAISER UNTIL YOU RECEIVE APPROVAL.

Contact Information:

4-H Club / Group: _____ Contact Person _____

Cell Phone: _____ Email _____

Date of Fundraiser: _____ Time of Fundraiser: _____

Location of Fundraiser: _____

List at least two Registered/Approved 4-H Adult Volunteers who will be present and supervising this fundraiser:

Description of Fundraiser: Explain why the group needs to hold the fundraiser and how the funds raised will support the group's educational purpose in alignment with the Kansas 4-H mission and policies. Attach additional pages as needed.

Will this fundraiser involve the consumption or sale of food? If yes, explain how food will be involved with the fundraiser. Include information about your plan to purchase, store, prepare, and sell food per food safety and food sale best practices and laws. Attach additional pages as needed.

Promotion of Fundraiser: Remember to promote your fundraiser using proper marketing and branding expectations of Kansas 4-H. Properly use the 4-H Clover. On promotional materials, please include the KSRE/4-H co-brand available on the Kansas 4-H website (<https://www.kansas4-h.org/resources/marketing/name-emblem.html>).

Office Use:

Date Form Received: _____

Final Approval by 4-H Youth Development Agent or 4-H Program Coordinator (sign and date):

