

Kansas 4-H Fundraiser Guidelines

To promote healthy youth development, observe these guidelines:

- 1) Fill out the required Fundraiser Approval Form and submit to the Extension Office at least one week prior to the start of the fundraiser.
- 2) Fundraiser must be appropriate for youth in a 4-H group, emphasizing greater youth ownership and less adult responsibility.
- 3) In addition to raising funds, the experience should provide learning for 4-H members such as public relations, bookkeeping, salesmanship, etc. There should be some education or learning for the youth by going through this project.
- 4) Funds must be used for educational or community service purposes sponsored by the 4-H organization. Funds may not be raised for personal use.
- 5) Money raised in the name of 4-H is to be used for the benefit of the total group. If the group provides scholarships to individuals for educational trips, activities, etc. those individuals should give back to the club in some way. Upon completion of the activity, 4-H members are expected to teach or share what they have learned so that others may benefit.
- 6) The leadership team (adult leaders, treasurers, youth officers) for each group should prepare a budget with a fund-raising and spending plan.
- 7) There are rules about the use of the 4-H name and emblem in fundraising. If working with a fundraising company or business, be sure that they have approval to use the 4-H name and emblem. All money raised using the 4-H name must be used for 4-H Activities.
- 8) If you are planning a food related fundraiser (bake sale, meal, etc.) see the resources on the Club Leader Resources webpage (https://www.geary.k-state.edu/4-h/club_leader_resources.html) and check with the Extension Family and Consumer Science Agent regarding food safety and health requirements.
- 9) Submit itemized receipts in order to get reimbursed for expenditures for legitimate 4-H expenses. Receipts should also be made available to those making donations or purchases to support your fundraiser.
- 10) Keep good paperwork. This includes lists of who products/tickets are checked out to, receipt copies, lists of checks deposited or copies of checks, complete addresses of buyers, lists of who sold to whom, etc. Keep track of anything that will help you reconstruct what happened with the fundraiser.

