**4-H Fundraising Form**

Please complete this section *prior* to your fundraising effort for approval by the 4-H Educator. Be sure to check out Wyoming 4-H Fundraising Policies on the back of this page. Please note 10% of the *net* proceeds from your fundraiser will be donated to the Goshen County 4-H Foundation to help support 4-H activities.

|  |  |
| --- | --- |
| 1. Name of 4-H Club:
 |  |
| 1. Intended Use of Funds:
 |  |
| 1. How Much do You Expect to Raise?
 |  |
| 1. When will the Fundraiser Occur?
 |  |
| 1. Where will the Fundraiser Occur?
 |  |
| 1. Type of Fundraiser (Raffle, Bake Sale, etc.?)
 |  |

Submitted By:
 Signature & Date

Approved By:
 Signature & Date

**4-H Foundation Receipt**

At the conclusion of your fundraising, please complete the section below and submit to the Extension Office with 10% of your proceeds.

|  |
| --- |
| Start-Up Cash/Change Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_During the Fundraiser, we collected: |
|  X $100 bills = \_\_\_ |  X $1 coins = \_\_\_ | Check #\_\_\_\_\_\_ for $\_\_\_\_\_\_\_ |
|  X $50 bills = \_\_\_  |  X .50¢ = \_\_\_ | Check #\_\_\_\_\_\_ for $\_\_\_\_\_\_\_ |
|  X $20 bills = \_\_\_ |  X .25¢ = \_\_\_ | Check #\_\_\_\_\_\_ for $\_\_\_\_\_\_\_ |
|  X $10 bills = \_\_\_ |  X .10¢ = \_\_\_ | Check #\_\_\_\_\_\_ for $\_\_\_\_\_\_\_ |
|  X $5 bills = \_\_\_ |  X .05¢ = \_\_\_  | Check #\_\_\_\_\_\_ for $\_\_\_\_\_\_\_ |
|  X $1 bills = \_\_\_ |  X .01¢ = \_\_\_  | *Add Additional Checks on Back* |
| **TOTAL CURRENCY:** | **TOTAL COIN:** | **TOTAL CHECKS:** |
| Grand Total: |  |
| Subtract Expenses: |  |
| Subtract Start-Up Cash/Change: |  |
| Net Deposit: |  |
| 10% Donation to 4-H Foundation: |  |

Checked By:
 Signature & Date

Double Checked By:
 Signature & Date

Wyoming 4-H Financial Policies & Guidelines – Fundraising

University of Wyoming Extension encourages local clubs and groups to fundraise to implement program plans. Although few restrictions are applied to local fundraising activities, the 4-H program **should not be connected with any activity which is illegal or inappropriate for a 4-H audience.**

* All fundraising and/or income generation should be documented and a request made (ahead of the activity) by submitting the request form to the UW 4-H Educator.
* Funds raised should be for a specific purpose and correspond to the amount of the projected budget.
* Other income generated (dues, unrestricted donations, profit from concessions, etc.) can be spent at the discretion of the club or group members as long as expenditures adhere to the educational (nonprofit) mission of the 4-H Program.
* 4-H clubs/groups cannot expend 4-H funds on other nonprofit fundraisers or causes. If a 4-H club/group wishes to raise money for another nonprofit organization or cause as a community service activity, members must clearly communicate the purpose of the fundraising activity and give the money directly to the organization or cause.

The entire Wyoming 4-H Financial Policies and Guidelines can be found online at www.wyoming4h.org and from the Extension Office. Please contact the Extension Office with questions.