

4-H YOUTH DEVELOPMENT FUNDRAISER GUIDELINES

1. All fundraisers are to be conducted in accordance with the publication *The 4-H Name and Emblem Guideline for Authorized Use* and the *Michigan 4-H Club Treasurer's Record Book, 4-H 1203*.
2. **All fundraising activities must be pre-approved by youth members in accordance with the group's bylaws. This approval must appear in the minutes of the meeting(s) at which it occurred and must be reported in the secretary's monthly report(s) to the 4-H Office.**
3. **All projected fundraiser expenses must be approved by the youth members prior to disbursement of funds from the group's treasury. This approval must appear in the minutes of the meeting(s) at which it occurred and must be reported in the secretary's monthly report(s) to the 4-H Office.**
4. Fundraiser costs include all expenses paid from the group's treasury or a special assessment of members. Reimbursements after the fundraiser to parties that purchased or donated needed items prior to the fundraiser are costs. All such expenses must be listed on the application form and the follow up report. Receipts must be attached for all expenditures on the follow up report.

Example: Christmas tree sale	
<u>"Revenues"</u>	<u>"Expenditures"</u>
money from the sale of the trees tips (for tying trees to cars) donations of money or goods given to the group to conduct the sale special assessments or fees from members to conduct the sale (Pre-existing money taken from the group's treasury is not new revenue)	Paint and Boards for signs Flyers for store windows Receipt book/pens/tape Rope to tie trees to cars Snacks and warm drinks for "sales staff" Reimbursement to family that bought trees

5. Projected net proceeds (revenues minus costs) should be dedicated to a specific purpose prior to the fundraiser. It is not appropriate to have a fundraiser simply to put money into the group's treasury.
6. All funds raised must be used to support educational programs for 4-H youth and adult volunteers.
7. The 4-H Office must pre-approve all fundraising activities. The 4-H Office must receive a completed fundraiser application form at least two weeks prior to the beginning of the fundraiser. Approval of the fundraiser by the 4-H Office authorizes use of the 4-H name and emblem in connection with the fundraiser. The 4-H name and emblem cannot be used if the fundraiser is not pre-approved.
8. Youth and families can be reimbursed for out of pocket expenses related to the fundraiser (when receipts are provided), but proceeds from the fundraiser cannot be distributed directly to individuals.
9. A full written post-fundraiser accounting of the revenues, expenditures, and proceeds must be filed with the 4-H Office within six weeks of the fundraiser's completion.
10. The Annual Financial Summary Report must include all monies raised and spent in connection with fundraisers.

