

County 4-H Fund-Raiser Application

The group treasurer or 4-H leader must **complete and return this form to the 4-H staff** in the county Extension office for approval **at least 10 business days before any fund-raising activities can be promoted or held.**

4-H Group name _____

If the group is contemplating holding a fund-raiser, we strongly encourage the group to discuss the following items before completing the application below:

- What, specifically, are the funds being raised for?
- Put in writing how and when a member will qualify to benefit from the funds.
- How much money is needed?
- How will the group keep track of funds raised? Identify the member(s) who will manage this task.
- What will the group do if enough funds are not raised to meet the group's goal? What if the group raises more funds than are needed?
- Understanding that funds raised are for the total group (not for individuals based on their level of participation in the fund-raiser), be sure to discuss how the group will handle it if some members raise fewer funds or are less active in the fund-raising activity than others.

Addressing these things ahead of fund-raising will ensure all participants agree with the fund-raising goals and reduce the probability of disagreements later.

Group's address _____ Phone _____

Person making request: _____ Phone: _____ Email: _____

Educational program funds will be used for _____

What is the proposed fund-raising activity? _____

Will the group be selling tangible, personal property (for example, craft items, tack, cookbooks, calendars, plat books, bulletins and food that will be consumed immediately such as concession stand sales)?

____ Yes ____ No **If yes, the group must collect sales tax. For further information about collecting and remitting Michigan sales tax, refer to pages 23 and 24.**

What is the fund-raiser's educational value to the members? _____

Where is the proposed fund-raising activity to be held? _____

Proposed starting date of the activity: _____ Time: _____

Expected ending date of the activity: _____ Time: _____
(If it is an ongoing activity, the end date must be on or before August 31 of the current year.)

For Office Use Only:

Approved _____ Date Notified _____