VENTURA COUNTY 4-H FUNDRAISER NOTIFICATION FORM

Before a 4-H Club, Project or PDC conducts a fundraiser, this form must be completed and submitted to the 4-H Office for approval, at least two weeks prior to the fundraiser.

Club/PDC:
Project:
Type of Fundraiser: i.e., car wash, boutique, etc.
Date and time of fundraiser:
Location of Fundraiser:
Contact Person: Phone:
Purpose of Fundraiser: *(Please Note: All fundraising done in the name of 4-H must have a specific purpose and the funds must be used for educational programming.)*
Describe how the 4-H Name and Emblem will be used:
Please attach supporting material; i.e., flyers, newspaper articles, etc.
Club Leader's/PDC Chair's Approval: Date
4-H Youth Development Program Staff/County Director Approval: Date:

The Ventura County 4-H Fundraiser Summary Form must be completed and returned to the 4-H Office the NEXT working day after fundraiser.

VENTURA COUNTY 4-H FUNDRAISER SUMMARY FORM

This form must be completed and turned into the 4-H Office the NEXT working day following the fundraiser. All expenses incurred must be paid by club or VMO check.

***NO** EXPENSES MAY BE PAID, NOR REIMBURSMENTS MADE, WITH CASH PROCEEDS FROM THE FUNDRAISER!*

9/12

Club/PDC: Project:

Type of Fundraiser: i.e., car wash, boutique, etc.

Date and time of fundraiser: Location of Fundraiser:

Contact Person: Phone:

INCOME REPORT:

Cash Collected: $_____

Checks Collected: $_____

Other: $_____

Total Income: $_____

Money must be counted at event with at least two people verifying amount collected.

1. Leader Signature verifying dollar amount:

2. Leader Signature verifying dollar amount:

Funds turned in to / deposited to: _____

EXPENSE REPORT:

Item:	Amount:	
	$	☐ Paid by club check ☐ To be paid by VMO/form attached
Item:	$	☐ Paid by club check ☐ To be paid by VMO/form attached
Item:	$	☐ Paid by club check ☐ To be paid by VMO/form attached
Item:	$	☐ Paid by club check ☐ To be paid by VMO/form attached

List additional expenses on separate sheet if needed.

Total Expenses: $

This report prepared by: Submitted to 4-H Office by: Date:

VENTURA COUNTY 4-H FUNDRAISER DAILY REPORT FORM

This form must be completed and turned into the 4-H Office the NEXT working day following the fundraiser. As a convenience, it may be faxed to 805-645-1474.

***NO** EXPENSES MAY BE PAID, NOR REIMBURSMENTS MADE, WITH CASH PROCEEDS FROM THE FUNDRAISER!*

Club/PDC: Project:

Type of Fundraiser: i.e., car wash, boutique, etc.

Date and time of fundraiser: Location of Fundraiser:

Contact Person: Phone:

INCOME REPORT:

Coin Collected: $_____

Cash (Bills) Collected $_____

Checks Collected: $_____
(List checks on back or attach copy of deposit slip

Other: $_____

Total Income: $_____

Money must be counted at event with at least two people verifying amount collected.

1. Leader Signature verifying dollar amount:

_____

2. Leader Signature verifying dollar amount:

_____

Funds turned in to / deposited to: _____

Cash received worksheet:

$1's	x	_____	= $ _____	Pennies	x	_____	= $ _____
$5's	x	_____	= $ _____	Nickels	x	_____	= $ _____
$10's	x	_____	= $ _____	Dimes	x	_____	= $ _____
$20's	x	_____	= $ _____	Quarters	x	_____	= $ _____
$50's	x	_____	= $ _____	Half dollars	x	_____	= $ _____
$100's	x	_____	= $ _____	Dollar coins	x	_____	= $ _____
		TOTAL	$ _____			TOTAL	$ _____

This report prepared by:

Submitted to 4-H Office by: Date:

9/12

FUND RAISING IDEAS
FOR 4-H CLUBS

4-H is a non-profit educational organization. 4-H fund raisers must be done for the good of the total group (not an individual or small group of individuals) and must be consistent with Ventura County 4-H fundraising policies. Fund raising cannot be the main focus of group activities nor may it exclude any individual from participating in 4-H activities. Groups are expected to support the financial needs of the total group, and when possible, to assist with participation costs in county, state, national, and international programs. All funds for goods and services are to be paid to the club, not to an individual. An educational component must be a part of all fund raising activities.

A fund raising request form must be submitted to the Ventura County 4-H office at least 30 days in advance of making any commitments (signing contract, purchasing materials, etc.) and must be approved before any fund-raising steps are taken. The 4-H name and/or logo may not be used for any unapproved activity. The results of fund raising activities must be reported within 10 days after the conclusion of the fund raiser. All clubs and committees must submit a year end financial statement each year that contains information about all money that the club handles during the year, including enrollments, fund raisers, donations, etc.

Consider the following ideas:

- Sales, bazaars, auctions, or roadside farm stands.
- Operate a coffee/food service at construction sites, freeway rest areas or harvest locations (get permission and permits, if needed).
- Operate a checkroom, serve as ushers, park cars, control traffic, take tickets, or perform other services at community or sports events.
- Christmas greens, Christmas tree lot, make Christmas wreaths, door decorations, or other holiday items, gift wrapping service, decorating service.
- Hold a collection drive for scrap iron, aluminum, newspapers, or other recyclable materials.
- Set up a fundraiser night at your favorite restaurant for a portion of the profits.
- Contract with a private or governmental community group or individuals to perform a community service project (ex. roadside cleanup, putting up house numbers).
- Wash and wax cars (perhaps at an employee parking lot during a workday. Employees could pay as they come to work, the club would have all day to wash cars.)
- Check with owners of vacant property for cleanup or beautification projects.
- Clean stadiums, fairgrounds, or other facilities after public events.
- 4-Hers sell their time to neighbors or local businesses for such jobs as lawn mowing, yard clean-up, window cleaning, baby-sitting, running errands, shoveling show and treat icy walkways or parking lots.
- Maintain yards of vacant homes that are for sale (check with real estate agencies.)
- Take advantage of national/area contests (ex. collections of labels, caps, cans, etc.), including Fair competitions with big premiums for group entries.
- Organize a baby sitting service, mom's day out program, summer day camp type program, nursery or day care service during community events, be careful.
- Conduct rummage sales or auctions.
- Operate garage sales for neighborhoods or community organizations on a commission basis.
- Operate a weekend kennel, walk dogs, or provide other pet-related services.

- Design and sell T-shirts and similar promotional items.
- Organize a fashion show.
- Offer a birthday party service. Plan games, dress as clowns, provide refreshments, supervise activities.
- Offer to decorate floats for parades or celebrations.
- Take photos at dances or conventions.
- Organize ski swaps, parts sales or similar functions for a commission or booth rental.
- Provide a crew for harvests: hay, fruit, vegetable, or other event requiring temporary workers.
- Home safety watch service, take care of yards, pets, mail, etc. while owners are away.
- Construct and maintain fences for farmers or ranchers.
- Organize a special mass buying opportunity for other 4-H groups or neighbors where buyers save money and/or get special service and 4-H'ers get a percentage of sales (ex. family photographs, flea markets, auctions, food co-op).
- Organize a class for your community and charge to make a profit (ex. stop-smoking clinic, snowmobile or hunter safety class, weight reduction clinic or exercise class, holiday craft making class, etc.)
- Sponsor a tournament, a "fun run", sports clinic, trip to a sports event, walk or bike or dance-a-thon.
- Hold a bake sales, cookbooks, ethnic banquets, or cooking lessons. Operate a concession stand at sporting events, fairs, or community celebrations.
- Start a county 4-H memorial/recognition donation program for individuals to give to for the happy and sad times in their lives.
- Organize a craft show, antique show, horse show or other event where you can charge both booths and the general public.
- Recruit sponsors for t-shirts, club signs, etc.

In general, think about how 4-H project and other learning activities might tie into the following broad categories for fund-raising: (1) entertainment (2) recreation and sports (3) parties (4) bazaars (5) fairs and festivals (6) merchandise - old and new (7) tours (8) service (9) fashion shows (10) meals for a crowd or (11) individual food sales.

Remember to always review permit requirements and other necessary authorization for whatever fundraiser you choose to pursue.

State 4-H Fundraising Tool-Kit
http://www.ca4h.org/Support/RofR/Toolkit/Fundraising/

Ventura County Fundraising Policy
4-H fund raisers must be done for the good of the total group (not an individual or small group of individuals). Fund raising cannot be the main focus of group activities nor may it exclude any individual from participating in 4-H activities. Groups are expected to support the financial needs of the total group, and when possible, to assist with participation costs in county, state, national, and international programs. All funds for goods and services are to be paid to the club, not to an individual. An educational component must be a part of all fund raising activities.

Adopted by Ventura County 4-H Council 3/28/11

Wisconsin 4-H Community Clubs

4-H Club Management

CLUB FUND RAISING

Activity Plan – Wisconsin 4-H Leader Training Series ACTcc006

Intended Audience:
- Adults and youth providing 4-H Club leadership

Learning Objectives:
Club leaders will:
- Understand the value of clarifying the goals of their fund raising
- Recognize different goals and motivations for fund raising
- Understand the importance of youth selecting and carrying out the money raising efforts
- Review steps in the fund raising process.

Target Essential Elements:
Youth learn *mastery* skills as they think about money needs, evaluate fund raising options, plan and conduct a group effort.

Time: 20-30 minutes

Supplies Needed:

Thinking about Fund Raising Goals in Our 4-H Club Activity
- "Thinking about Fund Raising Goals in our 4-H Club" handout
- Pens or pencils

Handouts
- Thinking about Fund Raising Goals in Our 4-H Club
- What's the Best Fund Raiser for Us?
- Organizing Your 4-H Club Fund Raising
- Wisconsin Child Labor Law Information
- Evaluation

BACKGROUND

Every 4-H club thinks about fund raising. Almost every person and group would like to have more money. But, there are some basic questions to consider before thinking about ways to raise money.

WHAT TO DO

Activity: Thinking about Fund Raising Goals in Our 4-H Club
I would like you first to complete the handout "Thinking about Fund Raising Goals in Our 4-H Club." (This can be given to people waiting for the meeting to start.**)**

Raise your hand if you think the primary goal of fund raising is to get money for club use. Most people would probably agree with this. Let's look at our responses. Do we overlook other goals that fund raising accomplishes? Fundraising needs to be done to meet a need of the club to support the educational work of 4-H members and the club. Fundraising should not be done to raise money just to raise money or reach a monetary goal.

Raise your hand if you think a goal of fund raising is to give youth the experience of planning for financial needs. An important early step when considering fund raising is to look at the club plans and goals to determine if money is needed and how much is needed. Youth should be involved in estimating costs for potential efforts and determining if their current treasury has adequate funding.

Raise your hand if you think a goal of fund raising is to give youth the experience of planning and carrying out the activity. Much can be learned through the fund raising experience as youth look at money-raising options, select the effort, set deadlines, determine what needs to be done, and do the activity.

Motivation
A common fear when considering fund raising is that one person (maybe *you*) will end up doing all the work. If the club members, families and volunteers aren't fully committed to the fund raising effort, it's very possible that it might end up being a big burden on one or a few people.

To be committed to the fund raising effort, club members need to:
- Be involved in determining the fund raising need
- Help pick the best way to raise the money
- Express their ideas on the plan
- Make a commitment to carrying out the effort.

Do Ahead:

- Have supplies and handouts ready.
- Recruit someone to record the reflection discussion to use as an evaluation (optional).

Source:

- Created by Linda Kustka, Professor Emeritus, Department of Youth Development, UW-Extension.

Youth Involvement

Youth involvement in every step of the fundraising is important if the members are to learn new skills and if the effort is to be successful. Adult coaching will help the youth better understand what needs to be done and how to do it. Practice the sales talk before contacting donors and customers. Role playing situations helps people understand different approaches and what will work best for them.

Selecting the Fund Raising Effort

There are lots of ways to raise money. These include asking for donations, selling a product door to door, participating in a county/state 4-H fund raiser that shares profits with clubs, doing an event that charges a fee (e.g., chili supper), running a food stand at another event, etc. After listing as many money-making options as possible, your club needs to talk about criteria to help them pick the best option. Each club will have slightly different criteria or factors to consider for picking their best option. Criteria might include time for planning and carrying out the fundraising effort, member interests, potential buyers/supporters, and fund raising competition from other groups. Here is a handout, "What's the Best Fund Raiser for Us?" to help select the best effort.

Who has helped to raise funds? Do you have experiences to share? What has your fund-raising group done that worked well?

We need to keep Wisconsin Child Labor Law in mind when selecting fund raising efforts. Handouts are available at www.uwex.edu/ces/4h/resources/mgt/laws.cfm for an adult to review before the club selects their fund raising effort. It is also important to review the guidelines for using the copyrighted 4-H name and emblem available at www.uwex.edu/ces/4h/resources/policies/symbols.cfm.

Once money is raised, work with the club treasurer to make sure the money is placed in the 4-H club bank account. Club members also need to remember that money that is raised in the name of 4-H belongs to 4-H. Use of funds raised must be voted on by the club membership; these funds do not belong to any individual.

Organizing/Completing the Fund Raising

Here are some typical steps in a fund raising effort:

1. 4-H club members decide why they need to raise money.
2. Set money and time goals.
3. List all options to raise money.
4. Review money-making options for the one that best fits the club.
5. Develop "to do" list of what needs to be done to raise money.
6. Identify who will do tasks on the "to do" list.
7. Establish needed deadlines.
8. Do the effort (may have more steps here).
9. Evaluate how the effort went.
10. Celebrate!

The 4-H club can use the handout, "Organizing Your 4-H Club Fund Raising," to plan their steps. Modify the tool to fit the needs of the club. Are there any steps you would add to this planning tool?

After the planning decisions are made, have someone copy and distribute copies of the plan. It's important to keep everyone informed of expectations and deadlines.

As the effort is underway, frequently ask people how it is going. Sometimes, it is necessary to adjust what will be done to avoid potential problems. When the effort is finished, ask the group: "What went well? What would you do differently in the future? What did you learn from this?"

Closing

Your reactions to this discussion will help us provide the information you need for club fund raising in the future. Please share your thoughts on this short evaluation.

TALK IT OVER

Reflect:

- Which ideas on selecting a fund raising approach seem most important?
- What have you learned from previous fund raising that you would do again?

Apply:

- How will youth be involved in your next club fund raising?
- What help and support will youth need in their fund raising work?

ENHANCE/SIMPLIFY

Enhance:

- Expand the discussion of child labor laws and the use of the 4-H name and emblem.
- Use this lesson as an opening to future topics such as Money Handling, Club Financial Reporting, and Supporting the Club Treasurer (see web site below).
- Pass out copies of "Wisconsin 4-H Financial Handbook for Leaders" available at the web site listed below. Refer to page 3 on "Fund Raising Guidelines."

Simplify:

- If time is short, eliminate the opportunity for participants to share what fund raisers have worked well for them.

EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under "Talk It Over." Recruit someone ahead of time to take notes while you are leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

ADDITIONAL WEB LINKS

- "Wisconsin 4-H Financial Handbook for Leaders" handouts and a presentation on club financial accountability can be found at www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=18.
- 4-H name and emblem information is at www.national4-hheadquarters.gov/emblem/4h_name.htm and www.uwex.edu/ces/4h/resources/policies/symbols.cfm.
- Wisconsin Child Labor Law Information is at www.uwex.edu/ces/4h/resources/mgt/laws.cfm.

Finalized by the Strengthening 4-H Club Leadership Work Team on September 2005.

UW Extension

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Thinking about Fund Raising Goals in Our 4-H Club

Every 4-H club thinks about fund raising. There are some basic questions to consider before thinking about ways to raise money. Please think about your club and answer the following questions:

1. Why does our 4-H club need more money in the treasury?
2. What is the specific purpose of this fundraising effort?
3. Did 4-H club members approve of this purpose?
4. What is the amount of funds that need to be raised?
5. What are the advantages of our club raising money for this?
6. What are the disadvantages of our club raising money?
7. How will members be involved in the fundraising?
8. What worries do I have about the club raising money?
9. How will the 4-H club be kept informed about the fundraiser, both the progress and member roles?

What's the Best Fund Raiser for Us?

A. Brainstorm and list without judging as many ways as possible that your club could raise money.

B. Look at all the possibilities and evaluate them using these criteria and feel free to add your own criteria

   Time: Underline all the ideas that we have time to complete.

   Workers: Ask all the members to review all the options and raise their hands for the three that they'd be willing to work on. Put a check mark in front of those ideas.

   Money Earning Potential: Put a $ money sign behind all those ideas that would earn the needed funds. (Consider audience, competing fund raisers by other groups, and profit potential.)

   Club Criteria Option: What specific criteria and circumstances does the 4-H club have that would affect the fundraiser? List these criteria here:

   Review the brainstorm list and circle the options that meet the club criteria.

C. Discuss the advantages and disadvantages of the possibilities that meet each of the above criteria (and any criteria you've added). If one choice isn't reached by consensus, get more information on each of the options before deciding. When the group is ready to make a decision, have someone make a motion and vote.

D. List the fundraising option here:

E. Fill in the planning steps to complete the fundraiser and assign who will be responsible for each step and identify the deadline for the step to be completed.

Organizing Your 4-H Club Fund Raising

Here are some typical steps in a fund raising effort:

1. 4-H club members decide why they need to raise money.
2. Set money and time goals.
3. List all options to raise money.
4. Review money making options for what best fits the group.
5. Develop "to do" list of what needs to be done to raise money.

Identify the Task	Identify Who will do the Task	List Deadline for Task to be Completed

6. Do the effort (may have more steps here). Make sure you plan to communicate the progress with the 4-H club.

7. Evaluate how the effort went.

8. Celebrate!

4-H Club Fund Raising

Evaluation

1. How useful will this information be in helping your club with fund raising? (Circle one response.)

   Very Useful Somewhat Useful Not Sure Not Useful

2. Do you feel better prepared to help your club plan and conduct a fund raiser?

   Yes No

3. What will you do as a result of this program?