# Thinking About a 4-H Fundraiser?
# Read This First!

To promote healthy youth development, observe these guidelines:

1) Is the fundraiser appropriate for youth in a 4-H group? Does it emphasize greater youth ownership and less adult responsibility?

2) In addition to raising funds, is the project one in which 4-Hers can learn some life skills such as public relations, bookkeeping, salesmanship...? There should be some education for the youth by going through this project.

3) Will funds be used for educational or community service purposes sponsored by the 4-H organization? Funds may not be used for personal use.

4) 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 trips, activities, etc. those individuals should give back to the club in some way. Upon completion of the activity, 4-Hers are expected to teach or share what they have learned so that others may benefit. Any excess funds for a particular project should be returned to the total group or sub group according to an approved county policy.

5) The leadership team (adult leaders, treasurers, youth) for each group should prepare a budget with a fund-raising and spending plan. This will prevent duplicate fundraisers and solicitations within a county.

6) **Check with your Extension Agent regarding each fundraiser that you plan or submit your plans through the Qualtrics survey system (link on CKD website)**. 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.

7) If you are planning a food related fundraiser (bake sale, meal, etc.) check with the Extension Family and Consumer Science Agent regarding food safety and health requirements.

8) Submit itemized receipts in order to get reimbursed for expenditures for legitimate 4-H expenses. Contact the Extension Office for questions regarding use and/or to obtain club tax exempt certificate.

**9) Please notify the 4-H Staff of all intended fundraisers before the fundraising begins. This includes raising funds or in-kind donations of prizes, services, etc. If you have a flyer, please send it to 4-H Staff or submit through the Qualtrics survey system (link on the CKD website)**

KANSAS STATE UNIVERSITY | Extension Central Kansas District

Adapted from:
**Minnesota 4-H Youth Development Financial Handbook for Leaders** -1998

Important Resources:
**Tax Exempt Status of 4-H Organizations Authorized to use the 4-H Name and Emblem**.-NIFA / USDA

**The 4-H Name and Emblem: Guidelines for Authorized Use**. – NIFA / USDA

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