

**2026 4-H Council Spring Fundraiser with Little Ol' Cookie House**  
**Ottawa County Organizational Leader Information Sheet**

**READ – Important Information**

**Sell** items from any or all brochures **April 1 – May 1**.

**Return to Leaders By:** Date determined by each club.

Leader (or designated person) will compile ALL orders into one club order.

- **All club orders due** to the Minneapolis Extension Office **before 12:00 noon, Tuesday, May 5**.
  - Email completed spreadsheet to **Paula (pbaccus@ksu.edu)** before coming in.
  - Bring **all order forms and money** to the office.
  - **ALL orders MUST be** brought in at one time by leader or designated person.
- **Each order form returned MUST include:**
  - **Salesperson's Name:** Name of 4-H Member
  - **Organization's Name:** CKD - Minneapolis
  - **Room #/Team:** Club Name
  - **Customers ordering from more than one brochure can write out a single check.**
  - **Columns need to be totaled going down.**

If any of these are not done, the leader or person in charge of collection will need to do that before turning order forms and money into the Extension Office.

- Leader or Person in Charge of Collecting Order Forms and Money
  - **ALL checks received MUST** be written out to CKD 4-H Council
  - Checks written out to a Club **CANNOT** be accepted.
  - Checks **CANNOT** be accepted from club account.
  - **Customers ordering** from more than one brochure **can write out a single check.**
  - **Verify total units ordered** and **total money collected** for each member.
  - Enter total units for each brochure on the **district Excel spreadsheet**
    - Excel spreadsheet is available under the **Organizational Leader** tab on the District website
- **Order Delivery & Pickup**
  - Delivered to the Minneapolis Extension Office, **Saturday, May 30 at 11:00 a.m.**
  - **ALL members who have sold items should help unload** the truck **at 11:00 a.m.**
  - **ALL members who have sold items** need to pick up orders **between 11:15 a.m. – Noon**
    - **Before leaving, each member will need to:**
      - Inventory items.
      - Check out with staff.
    - Deliver to customers as soon as possible.
- **Additional Information**
  - Members must sell **at least 3 items** to receive the fundraiser checkmark on the **4-H Scholarship Application**.
  - The District will receive 40% profit for each item sold. These profits will be split between each club, the Ottawa County 4-H Foundation and CKD 4-H Council.
  - Members must choose to count this as a club fundraiser or as a district fundraiser. It **CANNOT** count for both.
- **Questions or need extra order forms?**
  - Contact the **Extension Office** or **Master Volunteer Robyn Prickett (785-493-0014 or robynprickettks@gmail.com)**.