

Request to Raise Funds

(Must file at least two weeks in advance of proposed fund raising date)

Failure to file will jeopardize future fund raising activities

Club Name: _____

Contact Person: _____ Phone: _____

Address: _____

Type of Fund Raising Activity: _____

Date(s): _____

Reason Raising Funds: _____

We, the members of the _____, agree to raise funds in accordance with the following United States Department of Agriculture regulations:

- (A) Fund-raising programs using the 4-H name and emblem may be carried out for specific educational purposes. Such fund-raising programs and use of the 4-H name and emblem on, or associated with, products, and services for such purposes must have the approval of appropriate County Extension Office, as follows:
 - (1) Approval of the County Extension Service, or the appropriate land-grant institution, if the fund-raising program is confined to the area serviced by the County Extension Service.
 - (2) Approval of the State Extension Service, or the appropriate land-grant institution, if the fund-raising program is multi-county or statewide
 - (3) Approval of the Administrator of the Extension Service, United States Department of Agriculture, or a designee, if the fund-raising program is multi-state or nationwide.
- (B) When used to promote 4-H educational programs, the 4-H Club name and emblem, subject to obtaining authorization as provided in these regulations, may be used on or associated with products and services sold in connection with 4-H fund-raising programs so long as no endorsement or the appearance of an endorsement of a commercial firm, product or service is either intended or effected. Tributes to 4-H contained on or associated with commercial products or services, when such products or services are used for fund-raising activities are subject to the requirements of this paragraph. All moneys received from 4-H fund-raising programs, except those necessary to pay reasonable expenses, must be expended to further the 4-H educational program.

Person Submitting Request: _____ Date _____
Signature

Club Approval: _____ Date _____
Coordinating Leader

Approval: _____ Date: _____
Extension Staff

Fund Raising Follow Up Report Form

A follow up report must be completed and filed with the Washtenaw County MSU Extension Office within 30 days of the conclusion of each fund raising activity. Failure to do so will result in denial of future requests.

Club Name: _____

Contact person: _____ Phone: _____

Address: _____
 number street city state zip

Type of Fund Raising Project/Event: _____

Date Fund Raising Project/Event completed: _____

Total income: = _____ minus total expenses: _____ equals

Net Profit: _____

How are the funds being used? _____

Comments: _____

Number of 4-H members who participated in the fund raising event/activity: _____

Date money deposited in your 4-H club's bank account: _____

Person Completing form: _____ Date: _____

Club leader: _____ Date: _____

Treasurer: _____ Date: _____

Please submit (within 10 days of the conclusion of fund raiser) to:

Washtenaw County MSU Extension
PO Box 8645
Ann Arbor, MI 48107-8645
Attn: 4-H