



4-H Club Fundraiser Notice

Having funds available for 4-H club activities and for charitable donation is very important to the success of your club. Careful planning and maintaining the public trust through proper use of the 4-H logo and following Best Money Practices are also essential factors when planning a 4-H Club Fundraiser. To ensure your fundraiser adheres to the proper use of 4-H logo and all funds raised are handled correctly and accounted for, we ask **ALL** 4-H Clubs to complete and return this fundraiser notice to your local Meadowlark District extension office at least **10 days** prior to each event being held.

Club Name: _____

Name of Fundraiser: _____ Dates: _____ to _____

Date the fundraiser was approved by your club and reflected in your club minutes: _____

Why are you planning this fundraiser & what will the funds be used for? _____

Describe how the 4-H Name & Emblem will be used. _____

Describe an outline of the activity. Location, events planned, products or services to be sold.

Contact Leader Name: _____ Phone: _____

Contact Volunteer/Member Names on Committee in charge: _____

_____ Phone: _____

Please Provide a copy of your flyer or announcement with this form.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer.

Extension Office Use

Date received from Club: _____ Date reviewed by 4-H Representative: _____

Accepted as presented _____ Pending with the following revision: _____

Local 4-H Representative Signature: _____

4-H Club Fundraiser Balance Sheet

To be completed after conducting the fundraiser & turned into your local Extension Office within (60) days after conclusion of the fundraising event. A copy of this form should also be included with the club treasurers report and kept with the club minutes for reference

Name of Fundraiser: _____ Dates _____ to _____

Purpose: _____

Starting Cash \$ _____ (A)

INCOME

Sale price of items \$ _____ x number of items sold _____ = \$ _____ (B)

Donations Received \$ _____ (C)

Total Income (B+C) \$ _____ (D)

EXPENSES

Payouts – These are items or supplies purchased for the fundraiser that members were reimbursed for.

To Whom	Purpose	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Payouts: \$ _____ (E)

Cost of Items Sold: \$ _____ (F)

Total Expenses (E+F): \$ _____ (G)

Total Earned (D-A-G): \$ _____

By signing this document, we confirm the accuracy of the information provided.

4-H Club Leader (print)

Signature

Date

4-H Committee Member (print)

Signature

Date

Date submitted to the local Extension Office _____

Signature/Initial (Received By) _____