



## Monmouth County 4-H The Step-by-Step Guide to Fundraising

### **STEP 1: Guidelines to fundraise:**

Please review all necessary rules and regulations to host a fundraiser within 4-H.

To begin, review the resources provided by the NJ State 4-H Website, under Section II :

<https://nj4h.rutgers.edu/volunteering/lts/>

These regulations exist to create an effective way of increasing teamwork, leadership, and financial literacy.

### **STEP 2: Planning a fundraiser:**

It is important that all 4-H members understand the importance of effective planning of a fundraiser.

- 4-H members should understand that they work together as a team to plan and conduct a fundraiser, with the guidance and help from volunteer leaders and parents.
- Researching prior to a fundraiser is important. Check out the local, county, or state laws regarding fundraising ideas and make sure to obtain proper licenses or permits that may be required.
- Participants understand the importance of safety when fundraising. There will be no door-to-door sales. All **Protection of Minors** regulations will be followed.
- Any 'sales' speeches should be rehearsed beforehand.
- At the end of the fundraiser, funds received should be accounted for according to the procedures outlined by the NJ State Fundraising Regulations
- Members will come together after the fundraiser is over to evaluate the results and make suggestions for improvement next time.

### **STEP 3: Fundraising review and approval:**

- An applicant must fill out and submit the Fundraising Request Form to the 4-H office two (2) weeks before the scheduled fundraiser takes place. Once submitted, the 4-H Agent will either approve or deny the request. 4-H staff will then follow up with the applicant and 4-H leader to inform them of the decision. If approved, staff will proceed with acquiring insurance through Rutgers if needed.
- Once the fundraiser is complete, a Fundraising Summary Form will need to be submitted to the 4-H office within one (1) month from when the fundraiser took place.

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### **Fundraising Check List**

*For club/advisory reference only*

The club/advisory has submitted the Monmouth County 4-H Fundraising Request form to the 4-H office two (2) weeks prior to the event.

The club/advisory has read through all necessary guidelines provided by NJ 4-H in regards to fundraising.

The club/advisory has submitted a post-fundraising form to the 4-H office one (1) month after the fundraiser was held.

The club/advisory has returned all borrowed 4-H promotional items (banners, promotional kits) back to the 4-H office.



## Monmouth County 4-H Fundraising Request Form

This form to be submitted to the 4-H office two (2) weeks prior to the event.

**Information of applicant completing this form:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Seeking fundraising approval for** (check one):            4-H Club                            4-H Advisory

**Club/Advisory Name:** \_\_\_\_\_ **Leader:** \_\_\_\_\_

**Leader E-Mail:** \_\_\_\_\_ **Date of fundraiser:** \_\_\_\_\_

**Bank Account:** \_\_\_\_\_ **EIN #** \_\_\_\_\_

**Method of Fundraising** (check all that apply):    Raffle            Sales            Donation\*            Supporter\*\*            Event

*\*Proceeds will be donated to the following charity:* \_\_\_\_\_

*\*\*Supporter offering sponsorship to the club/advisory:* \_\_\_\_\_

**Start Time:** \_\_\_\_\_ (am/pm) **End Time:** \_\_\_\_\_ (am/pm)    **Start-up funding amount:** \$ \_\_\_\_\_

**Location and Address:** \_\_\_\_\_

**Description:** (write down the purpose of this fundraiser and how the club/project will benefit from the funds received)

\_\_\_\_\_

\_\_\_\_\_

**Publicity** (check all that apply):

The club/advisory would like to post flyers in public areas.

The club/advisory would like to publish an article in the bi-weekly 4-H eBlast.

The club/advisory would like to publish an article in a local newspaper.

*Please have your flyer and/or write-up prepared and submitted in with this form. Names of photographed youth should be provided as well.*

**By signing below we hereby agree to follow all 4-H policies and guidelines for fundraising. We will also agree to abide by any pertinent local regulations.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**For 4-H Staff Use Only:**

**Date received:** \_\_\_\_\_

**Approved**

**Denied**

**Staff Member Received:** \_\_\_\_\_

\_\_\_\_\_



## Monmouth County 4-H Fundraising Summary Form

This form to be submitted to the 4-H office one (1) month after the event.

**Information of applicant completing this form:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Date Submitting: \_\_\_\_\_

Club/Advisory Name: \_\_\_\_\_ Leader: \_\_\_\_\_

Leader E-Mail: \_\_\_\_\_ Date of fundraiser: \_\_\_\_\_

Fundraising Activity: \_\_\_\_\_

Method of Fundraising (check all that apply):    Raffle    Sales    Donation\*    Supporter\*\*    Event

\*Proceeds were donated to the following charity: \_\_\_\_\_

\*\*Supporter offered sponsorship in the amount of: Funds: \$ \_\_\_\_\_ Goods/Service: \_\_\_\_\_

Total Revenue: \$ \_\_\_\_\_

Expenses: \$ \_\_\_\_\_

Total Profit: \$ \_\_\_\_\_

What worked well for this fundraiser: \_\_\_\_\_

\_\_\_\_\_

Suggested changes to be made: \_\_\_\_\_

\_\_\_\_\_

By signing below we herby agree that all information stated is correct in regards to all 4-H policies and guidelines for fundraising.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For 4-H Staff Use Only:**

Date received: \_\_\_\_\_

Approved

Denied

Staff Member Received: \_\_\_\_\_

\_\_\_\_\_