



New Jersey

## 4-H FUNDRAISING WORKSHEET



*Congratulations! Your club has decided to hold a fundraiser. Refer to 4-H Club Treasuries information sheet and the Guidelines for 4-H Club Fundraising information sheets for details. Use this worksheet to make sure you follow all important guidelines for holding a fundraiser.*

- We have thoroughly reviewed the Guidelines for 4-H Club Fundraising information sheet and have contacted our county 4-H office with any questions.
- The goal for our fundraiser is to make money to pay for \_\_\_\_\_.
- The amount of money we would like to raise is \$\_\_\_\_\_.
- The type of fundraiser we are going to have is \_\_\_\_\_.
- The date of our fundraiser is \_\_\_\_\_.
- We have completed the 4-H Club Fundraising Proposal and submitted it to the county 4-H office.
- We are working as a team to plan and conduct this fundraiser, with guidance and help from volunteer leaders and parents.
- We have done some research to check out local, county, or state laws regarding our fundraiser and have obtained proper licenses or permits.
- We understand the importance of safety when fundraising. There will be no door-to-door sales. Sufficient number of adults will be with the members during fundraising.
- We have rehearsed any "sales" speech needed for the fundraiser. We know our product.
- We plan to promote 4-H as a part of the fundraiser.
- We will make sure that all funds raised are accounted for according to procedures outlined in the 4-H Club Treasuries information sheet.
- We have a plan to evaluate the results of the fundraiser and make suggestions for improvement next time.
- We will HAVE FUN while conducting this fundraiser!



# New Jersey 4-H CLUB FUNDRAISING PROPOSAL



*Submit to the county 4-H office prior to fundraising event. See Guidelines for 4-H Fundraising for details. Use the 4-H Fundraising Worksheet to complete this proposal.*

4-H Club Name \_\_\_\_\_ Date \_\_\_\_\_

Briefly describe the fundraiser

Purpose (why are you raising funds): \_\_\_\_\_

What you will do: \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

Costs the club must cover to hold this fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ We have completed the 4-H Fundraising Worksheet.

\_\_\_\_\_ We agree to follow all 4-H policies and guidelines for fundraising. We will also abide by any local regulations that pertain, such as getting a license or permit.

Treasurer's Name \_\_\_\_\_ Signature \_\_\_\_\_

Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_

Revised 12/2011