



## Thinking About a 4-H Fundraiser? Read This First!

To promote healthy youth development, observe these guidelines.

1. Is the fundraiser appropriate for youth in a 4-H group? Does it emphasize greater youth ownership and less adult responsibility?
2. In addition to raising funds, is the project one in which 4-Hers can learn some life skills such as public relations, bookkeeping, salesmanship? There should be some education for the youth by going through this project.
3. Will the funds be used for educational or community service purposes sponsored by the 4-H organization? Funds may not be used for personal use.
4. Money raised in the name of 4-H is to be used for the total group. If the group provides scholarships to individuals for trips, activities, etc. those individuals should give back to the club in some way. Upon completion of the activity, 4-Hers are expected to share or teach what they learned so that others benefit. Any excess funds for a particular project should be returned to the total group or subgroup according to an approved county policy.
5. The leadership team (adult leaders, treasurers, youth) for each 4-H group (club, PDC, auction committee, etc.) must submit a plan once a year to the Extension educator with a proposed fundraising and spending plan. This will help prevent duplicate fundraisers and solicitations within the county.
6. Check with your Extension educator regarding each fundraiser that you plan. There are rules about the use of the 4-H name and emblem in fundraising. Use the 4-H name or emblem only on products your group has made or produced. If working with a fundraising company or business, be sure that they have approval to use the 4-H name and emblem. All money raised using the 4-H name must be used only for 4-H activities.
7. If you are planning a food-related fundraiser (bake sale, meal, etc.) check with local health officials regarding health requirements, etc.
8. If you are planning a raffle, call the State of Minnesota Gambling Control Board at 651-639-4000 for the state laws and permit applications to complete in order to hold a raffle.
9. Submit itemized sales receipts in order to get reimbursed for expenditures for legitimate 4-H expenses.
10. Budgets for trips, events, etc. must be reviewed with your Extension educator or County Federation/Leader's Council.