

FUND RAISING IN 4-H



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INDIANA 4-H LEADER GUIDE

Purdue University Cooperative Extension Service • West Lafayette, IN

Principles

Fund raising for special projects adds another dimension to the 4-H club program. Listed below are principles that can make fund raising for 4-H programs successful.

1. Identify the need and purpose for fund raising. The need and purpose for fund raising should be understood and supported by the 4-H club members. Design the fund-raising activity as a learning experience for 4-H club members. Through your efforts, 4-H club members can learn:
 - How to handle and account for funds.
 - How to plan and carry out a money raising activity.
 - How to share with other club members and the community.
 - Teamwork.
 - Self-reliance.
2. Take steps to guard against fund raising becoming a “disease.” A small success at fund raising usually generates so much enthusiasm that higher priority purposes are lost. Do not allow 4-H fund raising to become the group’s major objective.
3. Keep fund raising to a minimum. One or two special drives a year should be the maximum. Keep your fund-raising campaigns short.
4. Never allow fund raising to lower the status or prestige of 4-H. Have a wholesome educational purpose for funds and use them wisely.
5. Be aware of laws protecting the use of the 4-H name and emblem. The use of the 4-H name or emblem in connection with sales or publicity of a commercial product that would indicate 4-H endorsement of the product is prohibited by law. Avoid competition with regular trade channels in your community. If there are questions concerning the use of the name and emblem, check with the county Extension educator.



4-H Treasury Guidelines

1. All club funds (receipts and expenses) should be handled by the treasurer. Avoid careless “cigar box” practices; once started they may “snowball” and lead to embarrassment to you as an individual and to 4-H as an organization. Do not permit young members to carry large sums of money, especially at night.
2. Local 4-H club treasuries should have very little carryover from year to year. Large treasuries become a source of argument. Special interest groups may try to get the use of the money and use it in a way that is not in harmony with the needs and interest of the total club and community.

3. A treasurer must keep accurate records and report the status of the treasury at each meeting.

4-H 451 *Indiana's 4-H Treasurer's Guide* should be used to help maintain accurate records.

4. The 4-H club treasury should be audited annually. It is the president's responsibility to appoint a club member or someone not directly associated with the club's treasurer. Annually, a financial statement itemizing receipts and expenses and a copy of the audit may be asked for by the county Extension office. Sound handling of club funds builds confidence, trust, and pride. Careless handling sows seeds for dissension, misunderstanding, and breakup.
5. All funds should be deposited in a local bank. Withdrawals and payments of bills should be performed by the approval of the club or executive committee.
6. If a 4-H club decides to disband, the acquired funds in the club treasury should be given to a worthy cause with the club deciding on the cause. If a club cannot decide on a worthy cause, the problem should be referred to the county 4-H committee.
7. 4-H organizations have an obligation to file Internal Revenue Service Annual Information Return Form 990 when gross receipts in the tax year exceed \$10,000. The Internal Revenue Service has assigned a Federal Income Tax Group Exemption number for use with Form 990. This number is 2704.

Funds for What?

Early in the program year, 4-H members should set up a realistic club budget. These questions should be considered: What do we want to do with our money? How much money do we have now? How much should we raise during our year? Once these questions have been answered, appropriate steps can be taken to accumulate the finances. Some projects for which 4-H members might need money include:

- Paying 4-H club expenses for 4-H manuals, group tours and trips, group recreation, program equipment and club supplies, officers' pins, food preparation supplies.
- Supporting community projects, such as improving community buildings, community parks, and roadside picnic areas; purchasing community signs or books for libraries; giving to a charity.



- Supplementing the cost of special 4-H events, including trips, camps, etc. for youth who otherwise could not go.

General Guidelines

1. Give people something for their money or invite them to support a specific educational activity or facility. Plan fund-raising activities so that the public or customers will receive value for dollars spent.
2. Insist that any fund-raising projects come about as a result of interest and appreciation for 4-H works, its principles, ideals, and goals.
3. Be aware of your community's reaction to door-to-door selling before using this method. Avoid door-to-door canvass or "tag days" for donations.
4. Consider making some event a tradition, such as an annual ice cream and cake social or chicken barbecue.
5. Be sure members know how to:
 - Introduce themselves to a customer.
 - Explain what the money will be used for.
 - Explain the program of their 4-H club.
 - Keep records of the money received.
6. Give special consideration to activities that would encourage family involvement.

7. Before selling anything, check with local and/or state authorities on health, licensing, labeling, labor, and tax laws. If you need help with this, you can check with your county Extension educator.
8. Inform your local county Extension educator when you are having a major fund-raising activity.



Many clubs collect dues from their members at each meeting. This is an accepted practice in some communities, but has certain undesirable features. No boys or girls should be deprived of 4-H membership because they can't pay dues. Members should clearly understand that this money is for local club uses only and that Extension charges no fees for its service other than literature.

Use accepted fund-raising procedures for specific worthy projects, such as a camp, and inform the general public how funds will be used and controlled. Remember the basic purpose of 4-H is education. Do not let sideline "busy work" like door-to-door canvassing get in the way of more fundamental programs of learning and doing.

The Indiana 4-H Foundation

The Indiana 4-H Foundation is a nonprofit organization responsible for raising funds to supplement the ongoing Indiana 4-H program. The foundation was chartered with the State of Indiana in 1961. The 4-H foundation strives "to make the best better" by assisting the 4-H youth and the 4-H adult volunteers of Indiana.

Financial contributions are received from annual membership donations, program fees, interest from investments, gifts, and memorials. Board members serving three-year terms conduct the business affairs of the foundation and decide on the allocation of funds to specific programs.

Currently, the foundation maintains 56 different "dedicated funds" for youth and adult leadership activities. A few of the adult leadership activities supported by the 4-H foundation are:

- Indiana 4-H Volunteer Conference
- North Central Regional Volunteer Forum
- 4-H adult leader scholarships
- Donor Development
- Adult leader recognition at the Indiana State Fair

- Auctions
- Bake sales
- Walk-a-thon
- Dinners
- Refreshments at local events
- Boarding pets
- Food booth or refreshment stand
- Window washing
- Vegetable sales
- Car washes
- Window washing
- Plays, pageants
- Cookbooks
- Festivals
- Variety shows
- Roadside stands
- Mailbox or home signs
- Baby-sitting
- Christmas tree plots
- Homemade crafts
- Bazaars
- Paper drives
- Lawn mowing
- Skating parties
- Game parties
- Garage sales
- Ice cream social
- Rummage sale
- Snow shoveling
- Scrap iron, aluminum can, glass bottle collection drives

For more information, contact your county Extension office staff and/or:

Executive Secretary
Indiana 4-H Foundation, Inc.
225 S East Street
Suite 760
Indianapolis, Indiana 46202
Phone: 317/692-7044

Resources on Fund Raising

The National 4-H Leader Magazine and local newsletters are a source of successful fund-raising ideas.

The Indiana 4-H program offers these additional Indiana 4-H Leader Guides:

- 4-H 682 What is 4-H?
- 4-H 683 4-H Program Planning
- 4-H 684 The 4-H Meeting
- 4-H 685 Parents
- 4-H 686 Recreation
- 4-H 687 Teaching Techniques



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