



4-H Club Fundraiser Approval Form

To be completed and given to 4-H Agent for approval 10 days prior to conducting the fundraiser.

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 4-H logo and following Best Money Practices are also essential factors when planning a 4-H Club Fundraiser.

Club Name: _____

Name of Fundraiser: _____ Dates: _____ to _____

Date the club members approved fundraiser: _____ *(This must be reflected in the Club minutes)*

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

What **club members** are serving on the planning/work committee for this fundraiser?

Contact Member Name: _____ Phone: _____

Email: _____

Contact Leader Name: _____ Phone: _____

Email: _____

What vendor or product will be used to raise these funds? _____

Provide a copy of your flyer or announcement for approval.

Extension Office Use		
Date received from Club: _____	Date reviewed by 4-H Agent: _____	
Approved	Denied	Approved with the following revision: _____
<hr/> <hr/>		
4-H Agent's Signature: _____		

4-H Club Fundraiser Balance Sheet

To be completed **after** conducting the fundraiser

Name of Fundraiser: _____ Dates: _____ to _____

Purpose: _____

ASSETS

Starting Cash \$ _____ (A)

INCOME

Sale price of item \$ _____ x number of items sold _____ = Cash received: \$ _____ (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): \$ _____

Keep a copy of this page for your records and send a copy to the Extension Office

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Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Steve Bonanno, Director, Cooperative Extension Service, West Virginia University

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