



Lake County Extension/4-H 1951 Woodlea Road Tavares, FL 32778 Tel. (352) 343-4101 Fax (352) 343-2767 http://lake.ifas.ufl.edu/4-H/index

Event / Fund-Raising Application

Club Name	Request Date
Club Leader	Phone Contact
Proposed Fund raising/Ev	vent Activity
Date:	
Time:	
Location(s):	at:
Address	City
Name of adult(s) supervisin	g activity:
Phone Contact of supervising adult: ** Note: Adult in charge must have youth and adults participation forms at the activity at all times.	
Is a Certificate of Insurance re	equired by this location? Yes No Don't Know
Description of Event/Fund	Raiser:
For what purpose are you ra	aising these funds?
	ng Signatures: r:
Club Treasurer:	
Please Return Con	npleted Form to Lake County Extension AG Center
	For Office Use Only
Approved Denied Date	





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Fundraising Guidelines

- 1. Never let fund raising lower the status or prestige of 4-H. Wholesome educational purposes for funds and wise use of them are the most important guiding principles.
- 2. Written applications for approval of fund raising activities must be submitted and Approved by the County 4-H Agent at least two weeks prior to the fund raising event.
- 3. Plans for the fund raising activity should not be carried out until the Leader has received written approval from the Extension Agent.
- 4. There must be a specific educational purpose for each fundraising.
- 5. Lotteries, drawings or games of chance are not appropriate fund raising activities. Rather plan 4-H fund raising so that the public or customer will receive full value.
- 6.In event of conflicting club fund raising activities, the date of application will determine approval. (First come basis.)
- 7. In the event that a 4-H club disbands, funds in the club treasury must be donated to the Lake County 4-H program.
- 8. An itemized treasury report must be signed by the club leader and submitted to the County 4-H office at the close of the club year in May.
- 9. Remember the basic purpose of 4-H is education. Do not let sideline fund raising "busy work" get in the way of more fundamental programs of learning and doing.
- 10. A Fund Raiser Activity <u>Receipt Form</u> must be completed and turned into the 4- H office within <u>one week after the event</u> or the money will be turned over to the Lake County 4-H Foundation.