



4-H FUNDRAISING/ACTIVITY FORM

Revised September 2017

Date Received

Date Approved

Request must be submitted to Extension Office two weeks prior to event for approval

Group making request _____ Phone _____

Name of Fundraiser/Activity _____

Start Date _____ End Date _____

Description (include educational purpose, who will benefit from this 4-H fundraiser or activity):

Location _____

What will the funds/awards be used for: _____

- ◆ National/State Policy: All fundraising or use of the 4-H emblem may only be used with approval and is restricted to being used for 4-H educational events or activities. **No use of funds can be utilized for a private individual or cause.** This approval allows the event to use the 4-H name and emblem. Any trophies or ribbons must contain the 4-H emblem. For additional information, see State 4-H Treasurer's Handbook.

Permission and Release Forms will be needed for any non 4-H participants. (Ex.: Open horse show permission/release form must be signed for non 4-H participants). Permission/Release Form available at Extension Office. Person responsible must have form prior to event and it must be attached to this form after the event.

Completed form (back of this sheet) must be returned to the Extension Office within 30 days after completion of 4-H Fundraiser/activity.

Signature of Requestor

Signature of MSU Extension Agent Approving

Due Date: _____



4-H FUNDRAISING/ACTIVITY FORM

(continued)

This page to be completed within 30 days after the fundraiser/activity

INCOME: (itemize registration fees, entry fees, donations) Attach additional pages if needed.

ITEM	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

EXPENSES: (supplies, rentals, meals, equipment, insurance, mileage—itemize all costs).
Attach additional pages if needed.

ITEM	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____
NET INCOME (income minus expenses)	\$ _____

Destination of net income: Club Account
 4-H Council
 Other _____

◆ List all 4-H members, leaders, and/or parents that participated or benefit from this fundraiser/activity. (Attach additional page if necessary. If entire club, just say “entire club members” rather than writing each individual name)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

◆ Return form to: MSU/Powell County Extension; 409 Missouri Ave Suite 102.; Deer Lodge, MT 59722 or by email to powell@montana.edu or by FAX to 406-846-2784