



# University of Illinois Extension 4-H Fundraising Approval Form



Fundraising is an essential part of any 4-H Club's activities. It is important to follow all 4-H policies and guidelines when conducting fundraisers.

- Illinois Extension staff must have prior knowledge and consent when a club/group is planning or conducting a fundraiser. Please complete and return this form to the unit office at least **two weeks** before the 4-H fundraising activity is to be promoted and/or held.
- Fundraisers expected to exceed more than \$1,000 require prior approval of the County Director.
- The Illinois Department of Revenue allows a maximum of two fundraisers per year.
- Funds raised using the 4-H name and emblem must be used for 4-H educational programs and activities unless noted in advance the funds are being raised for another organization/agency.
- Please attach [the 4-H Club Annual Budget worksheet](#) for this fundraising activity.
- Please see the [4-H Club Fundraising Factsheet](#) for additional information.

Name of Club \_\_\_\_\_ 4-H Club EIN: \_\_\_\_\_

4-H Club Financial Institution Name & Address: \_\_\_\_\_

Current balance of checking account: \_\_\_\_\_ Current balance savings account: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Type of Fundraising Activity: \_\_\_\_\_

Where will this activity be held? \_\_\_\_\_

Will adults be present at the activity?      YES      NO

What will the money from this fundraiser be used for?

\_\_\_\_\_

Will any of the money donated be given to charity? If so, what charity?

\_\_\_\_\_

How much money do you expect to raise during this fundraising effort?

\_\_\_\_\_

4-H Leader Signature \_\_\_\_\_ Date: \_\_\_\_\_

Extension Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_