



## ADAMS COUNTY 4-H CLUB FUND RAISING GUIDELINES

- 4-H clubs are required to participate in the countywide fund raising project, which benefits the Adams County 4-H Advisory Committee. The traditional fundraiser is a spring candy sale. Clubs will retain for their treasuries a percentage of funds raised from the sale of candy.
- Members who elect not to participate in the fund raiser may pay a per member assessment in lieu of fund raising. The assessment amount varies from year to year. Clubs do not retain a percentage of assessments.
- All assessments collected from members must be turned in by the annual 4-H enrollment deadline with member enrollment forms.
- ***Cloverbuds are not expected to sell candy in the countywide fundraiser and will not be assessed a fee. Cloverbuds are also not expected to participate in additional club fund raisers, are not permitted to work in the food booth at the Fair, and should never be permitted to sell items door-to-door or without direct parental supervision.***
- Clubs or committees seeking to raise additional funds in the name of 4-H must complete the Club Fundraiser form and submit it to the Adams County 4-H Advisory Committee via OSU Extension Adams County for approval. Only clubs that participate in the countywide fundraiser and can demonstrate a specific purpose for the additional fundraiser will receive approval. The form can be found on the OSU Extension Adams County website.
- **Clubs that receive money in exchange for working one or more shifts in the food booth at the Fair must complete the Fair Food Booth Shift Request form and submit it to OSU Extension Adams County on or before May 1.**
- Additional club fundraisers must comply with all national, state, and county 4-H fundraising policies; all monies raised must be deposited into 4-H club accounts; and fund raiser proceeds must be used for approved non-profit educational, service, and related 4-H activities.
- Clubs may not raise additional funds through a raffle or other games of chance. Refer to <http://www.national4-hheadquarters.gov/library/fs-raffles%2001-23-07.pdf> for additional information regarding raising funds in this manner in the name of 4-H.
- The Adams County 4-H Advisory Committee may not meet in July or December. Plan ahead and submit your club fund raising request accordingly.





**APPLICATION TO CONDUCT AN ADDITIONAL  
4-H CLUB FUND RAISER**

4-H clubs that are interested in conducting any additional club fund raisers must complete this form and return it to the OSU Extension Adams County for approval by the 4-H Advisory Committee. Please submit your completed form on or before the first day of the month to ensure prompt consideration by the Committee. Note that the Committee may not meet in July or December, so plan accordingly. Clubs must have participated in the countywide candy fundraiser and submitted assessments for non-participating members in order to be considered for any additional fund raisers.

NOTE: Submit the Fair Food Booth Shift Request form on or before May 1 if your club wants to work one or more shifts in the 4-H food booth at the Fair.

Club Name \_\_\_\_\_

Head Advisor \_\_\_\_\_ Phone \_\_\_\_\_

What is your club's current treasury balance? \_\_\_\_\_ as of: \_\_\_/\_\_\_/\_\_\_

How will the funds raised be used to benefit the club's educational program and/or the community?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Our club also plans to work one or more shifts in the 4-H Food Booth at the Fair: \_\_\_ Yes \_\_\_ No  
*If yes, please complete and submit the Fair Food Booth Request form on or before May 1.*

**ADDITIONAL CLUB FUND RAISER(S):**

Please explain the type of additional fund raiser(s) your club wishes to have:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where will the fund raiser(s) be held? \_\_\_\_\_

\_\_\_\_\_

How much money to you anticipate earning from this fund raiser? \_\_\_\_\_