



FUNDRAISER REQUEST FORM

4-H CLUB REQUESTING PROPOSED FUNDRAISER: _____

CLUB LEADER: _____

MAILING ADDRESS: _____

CONTACT PHONE NUMBER: _____

DATE OF PROPOSED FUNDRAISER: _____

LOCATION OF FUNDRAISER: _____

IF HELD DURING FESTIVAL /FAIR/ ETC. DOES CLUB NEED TO PURCHASE INSURANCE?

YES NO

DETAILED DESCRIPTION OF PROPOSED FUNDRAISER: _____

PURPOSE OF FUNDS TO BE RAISED (MUST BE EDUCATIONAL): _____

NAMES OF TWO (2) LEVEL-TWO NON-RELATED* ADULTS RESPONSIBLE AND ON-SITE AT ALL TIMES:

I understand the following:

1. All funds raised, earned, or otherwise obtained, using the 4-H name and emblem, are property of the University of Florida/IFAS Extension 4-H Youth Development Program. 2. Funds are to be raised only to further the educational goals of 4-H. Approval for fundraising activities will be at the discretion of the County 4-H Agent and County Extension Director, or the State 4-H Program Leader for district/statewide 4-H fund raising. 3. Any 4-H organization, at any level within the state, is accountable to the University of Florida and USDA, and is obligated to follow all policies, procedures and regulations established by the University of Florida/IFAS Extension 4-H Youth Development Program. 4. All 4-H program funds, including all 4-H Clubs with funds in excess of \$100, shall be held in the authorized 501(c) (3) 4-H foundation. **Source: <http://florida4h.org/policies/#funds>** * Program coordinators will ensure that they always have two authorized level two enrolled individuals who are non-related present during any interactions with youth. **Source: <http://florida4h.org/policies/#chap>**

SIGNATURE OF LEADER

DATE

Please fill in form completely and return one (1) month in advance of proposed fundraiser to UF/IFAS Extension Office,
Attn: Office Manager, PO Box 219, Bronson, FL 32621 Fax: 352-486-5481.
Email: Hortona@ufl.edu or bring form by office at 625 N. Hathaway Ave., Bronson

..... **FOR OFFICE USE ONLY**
Received on _____ by _____

Given to director for approval on _____

APPROVED NOT APPROVED _____

SIGNATURE OF DIRECTOR

NOTIFICATION TO ORGANIZATION ON _____ BY PHONE EMAIL