



## **Facts About Weld County 4-H CWF Fundraising**

(Pertains to Weld County 4-H Members only)

The Weld County 4-H CWF project is an educational program, not a fundraising project. All 4-H projects have a cost associated with them from less than \$100 to more than \$1,000. The projected cost of the 2017 CWF Project is \_\_\_\_\_. Because CWF is a 4-H educational program, enrolled members have permission from the Extension Agent to raise money and use the 4-H name and emblem. Every fundraising activity requires agent approval.

This opportunity to raise money in the name of 4-H is a privilege not a right. No one is obligated to ensure that you raise money to equal the cost of the project.

Like any 4-H project, you should discuss the costs of the project with your parents as part of your decision about whether the project is right for you. You then have three general options:

1. You can pay for the costs of the project with money that you earn, and/or gifts of money from friends or family.
2. You can pay for part of the cost of the project with earned money and you can participate in approved fundraising activities to raise money for part of the cost of the project.
3. You can participate in approved fundraising activities to raise money for the cost of the project.

Once you decide which option you want to pursue, you need to set a goal for how you will accomplish your objective. Will you babysit or mow lawns to earn money? Will you set aside time that you will commit to working with a group to raise money in the name of 4-H? CWF contact leaders, the CWF Steering Committee and the 4-H Agent are here to help you accomplish your goals.

Talk with your parents and identify your fundraising goal. Include it with your other goals in your project record book.

Share your project goals with your CWF area group leader or club leader. Make a list of "To Do" items to reach the goal(s).

If you have opted to help raise money for the project, work with your area group or club to find/create and carry out fundraising opportunities. Plan who will do what and fulfill your obligation.

***Accomplishing your goals is your responsibility!***



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Fundraising activities and use of the 4-H name and emblem must have the approval of Extension Agents.

Seeking private and corporate donations must have the approval of Extension Agents and must be done as a group/club, not individually.

Money earmarked by a donor for a particular individual is considered by the IRS to be a gift and is not tax deductible.

All fundraising efforts must be equitable and accessible to all participating project members.

### **Top 10 Required Procedures**

1. Contact the Extension Agent for approval to proceed with a fundraising activity.
2. Make sure that money is handled by enrolled members and leaders. Use money bags, a lock box or safe.
3. Avoid cash transactions to members.
4. Require receipts and invoices for expenditures.
5. Write receipts to members, parents and leaders.
6. Record financial transactions as they occur.
7. Require 2 or more people from different families to count money from fundraising activities.
8. Turn the money over to the group or club leader. The amount should then be verified in the presence of the individuals turning the money over. Deposit the money promptly.
9. Authorize the check signing authority to two or more people from different families and require both signatures on each check.
10. Complete a 4-H Activity Expense/Income Report for every fundraising activity.

### **Fundraising Donations**

1. Contact the Extension Agent for approval to proceed. This helps ensure that the request is acceptable and prevents duplications of requests.
2. Work as a group to identify possible donors, put the request together, deliver the request, and thank the community members.