

# Montcalm County 4-H Fund-Raiser Application

The group treasurer or 4-H leader must **complete and return this form to the 4-H staff** in the county Extension office for approval **at least 10 business days before any fund-raising activities can be held.**

4-H Group name \_\_\_\_\_

**If the group is contemplating holding a fund-raiser, we strongly encourage the group to discuss the following items before completing the application below:**

- What, specifically, are the funds being raised for?
- Put in writing how and when a member will qualify to benefit from the funds.
- How much money is needed?
- How will the group keep track of funds raised? Identify the member(s) who will manage this task.
- What will the group do if enough funds are not raised to meet the group's goal? What if the group raises more funds than are needed?
- Understanding that funds raised are for the total group (not for individuals based on their level of participation in the fund-raiser), be sure to discuss how the group will handle it if some members raise fewer funds or are less active in the fund-raising activity than others.

Addressing these things ahead of fund-raising will ensure all participants agree with the fund-raising goals and reduce the probability of disagreements later.

Group's address \_\_\_\_\_ Phone \_\_\_\_\_

Person making request: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Educational program funds will be used for \_\_\_\_\_

What is the proposed fund-raising activity?

Will the group be selling tangible, personal property (for example, craft items, tack, cookbooks, calendars, plat books, bulletins and food that will be consumed immediately such as concession stand sales)?

Yes  No **If yes, the group must collect sales tax. For further information about collecting and remitting Michigan sales tax, refer to pages 22 to 23.**

What is the fund-raiser's educational value to the members?

Where is the proposed fund-raising activity to be held? \_\_\_\_\_

Proposed starting date of the activity: \_\_\_\_\_ Time: \_\_\_\_\_

Expected ending date of the activity: \_\_\_\_\_ Time: \_\_\_\_\_  
(If it is an ongoing activity, the end date must be on or before August 31 of the current year.)

**For Office Use Only:**

Approved \_\_\_\_\_ Date Notified \_\_\_\_\_