

MENDOCINO COUNTY 4-H FUNDRAISER NOTIFICATION FORM

Before your project or club starts a fundraiser, you are to notify the 4-H Office by completing this form and returning it to the 4-H Office for approval from the 4-H Staff.

Please allow 2 WEEKS prior to fundraiser.

CLUB:	
PROJECT:	
TYPE OF FUNDRAISER: i.e. car wash, bake sale, etc.	
DATE & TIME OF FUNDRAISER:	
LOCATION OF FUNDRAISER:	
CONTACT PERSON FOR FUNDRAISER:	PHONE:
PURPOSE OF FUNDRAISER (All fundraising done in the name of 4-H should have a specific purpose i.e. to purchase supplies for project, send members to leadership conference, help offset enrollment fees):	
Describe how the name and emblem will be used:	
Resource, Club, or Project Leader's Approval	Date
4-H Youth Development Program Staff Approval	Date
PLEASE ATTACH SUPPORTING MATERIAL TO THIS FORM – FLYERS, USE PERMITS, ETC.	

MENDOCINO COUNTY 4-H FUNDRAISER SUMMARY

INCOME REPORT:	EXPENSE REPORT:	
	ITEM	AMOUNT
Cash Collected: \$ _____		
Checks Collected: \$ _____	\$	<input type="checkbox"/> Paid directly to the vendor <input type="checkbox"/> To be paid by Council
Other: \$ _____	\$	<input type="checkbox"/> Paid directly to the vendor <input type="checkbox"/> To be paid by Council
Total Collected: \$ _____	\$	<input type="checkbox"/> Paid directly to the vendor <input type="checkbox"/> To be paid by Council
SUMMARY:	\$	<input type="checkbox"/> Paid directly to the vendor <input type="checkbox"/> To be paid by Council
TOTAL COLLECTED: \$ _____	\$	<input type="checkbox"/> Paid directly to the vendor <input type="checkbox"/> To be paid by Council
TOTAL EXPENSES: \$ _____	\$	<input type="checkbox"/> Paid directly to the vendor <input type="checkbox"/> To be paid by Council
NET PROFIT: \$ _____	TOTAL EXPENSES: \$	

Account funds deposited to:

1. Leader signature verifying dollar amounts _____

2. Leader signature verifying dollar amounts _____

Money needs to be counted at event with at least two people verifying amount collected.

Form is to be turned back to 4-H Office NEXT working day after fundraiser.