

Smoky Mountain District Fund Development Guidelines

Operating funds are important to the success of most organizations, and 4-H is no exception. 4-H is a non-profit organization that is supported by local, state and federal governments. The use of the name and emblem - "4-H" - is patented by the United States Department of Agriculture. It is vital that we as professionals, volunteers and members protect and promote the wholesome reputation of the 4-H organization. Failure to do so could result in the loss of affiliation with the 4-H organization and the use of the name and emblem. The following guidelines were developed to ensure accountability and maintain responsible use of the 4-H name and emblem.

Funds raised in the name of 4-H need to be used for the following:

- ✓ recognition and awards
- ✓ educational programs and materials
- ✓ scholarships for youth and adult volunteers

Lotteries, drawings, or games of chance **are not** appropriate fund raising activities. Rather, plan a fund raising activity where the public will receive full value for their money.

To assure that all clubs or project groups are consistently under policy guidelines, the following process for reporting is recommended:

Before any activity involving monetary exchange (dues, fees, etc.):

- ✓ The activity needs to be approved by the 4-H agent and the County Director.
- ✓ All activities should have a specific purpose (what you are raising/charging the money for) and goal (amount of money you intended to raise). A form is available for you to complete and submit for approval.
- ✓ All money should be handled through and following the county financial accounting system.
- ✓ All printed material (flyers, tickets, letters, etc.) should also be submitted for approval.
- ✓ Plans for any fund raising activity should not be carried out until you have received *written* approval from the Extension office.
- ✓ Earmarked donations must be spent for the purpose for which they were intended.
- ✓ The 4-H agent will be responsible for collecting, receipting, and distributing any money that is to be used for the group. **There will be no individual accounts.**

Once the fund raising activity is completed:

- ✓ A written summary of the activity and the amount raised should be submitted to the County Director. A statement on how the money was/will be spent should also be included.
- ✓ Proper thank you letters should be sent to main donors. Also, encourage youth from the club/project group to write letters.
- ✓ A list of names, addresses and amount or item donated should be submitted to the County Director.