



## Gallatin County 4-H Fundraiser / Sponsorship Approval Form

If your 4-H entity is planning to participate in any fundraising activity it is necessary to notify the Gallatin County Extension office of your intention. Please complete the following form and turn it into the Gallatin County Extension office **two weeks prior to the fundraising event or prior to soliciting donations**. Guidelines for 4-H Fundraisers can be found in the Gallatin County 4-H Policy and Procedures manual.

\_\_\_\_\_ SOLICITING DONATIONS

\_\_\_\_\_ FUNDRAISER

Club, Project or Committee: \_\_\_\_\_

Adult Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your club, project or committee have an EIN? \_\_\_\_Yes \_\_\_\_No

What is the purpose of raising funds for your 4-H club, project or committee? \_\_\_\_\_

**SOLICITING DONATIONS: please list the businesses you plan to contact and the \$ amount:**

\_\_\_\_\_  
\_\_\_\_\_

### FUNDRAISER

When will the fundraising take place? \_\_\_\_\_

Where will the fundraising take place? \_\_\_\_\_

The 4-H program is an educational program and all 4-H events and activities, including fundraisers, must have a clear educational goal or purpose and should be primarily for the benefit of 4-H members. Any event sponsored for the purpose of raising funds should be limited to fund raising to support the educational mission of 4-H. Those who raise funds under the 4-H name and emblem are ultimately accountable and responsible for their appropriate use.

Please describe your fundraiser in detail: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4-H Volunteer: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

4-H Extension Agent: \_\_\_\_\_

Date Approved: \_\_\_\_\_



## Gallatin County 4-H Post Fundraising Financial Report



This report should be completed **within 60 days of the 4-H fundraising event** and sent to the Extension Office. The intent of this form is to keep the Extension Office apprised of fundraising activities and to measure educational goals that are reached.

**Has your fundraiser been approved by the County Extension Agent (circle) YES NO**  
If you responded NO, please attach a Fundraiser / Sponsorship Approval Form.

**Club, Project or Committee:** \_\_\_\_\_

**Date of financial report:** \_\_\_\_\_

**Fundraising Activity:** \_\_\_\_\_ **Date(s) of activity:** \_\_\_\_\_

**Location(s) of activity:** \_\_\_\_\_

**Event Sponsor(s):** \_\_\_\_\_

**Who was involved?**

Number of 4-H members: \_\_\_\_\_

Number of 4-H leaders: \_\_\_\_\_

Number of other adults: \_\_\_\_\_

**Educational Goals Reached:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budgeted                      Actual

Income: .....

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Expenses: .....

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Net Profit (income – expenses) .....

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We, the undersigned, do swear that the information contained herein is true and correct to the best of our knowledge.

**Signed:** \_\_\_\_\_  
(Club-Project Treasurer)

**Signed:** \_\_\_\_\_  
(Adult Leader)

**Date Received in the 4-H Office** \_\_\_\_\_

**Agent Reviewed:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_\_