



# REQUEST FOR PERMISSION TO RAISE FUNDS IN THE NAME OF 4-H



Any club holding a fundraising event must submit this form to the 4-H Office at least one month prior to the event. All fundraising activities require approval from the 4-H Office.

**Club Name:** \_\_\_\_\_ Date Submitted

**Description of Activity:** \_\_\_\_\_

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

**How much money do you expect to raise?** \_\_\_\_\_

**What will the club use these funds for?** \_\_\_\_\_

**Does this activity require any contracts for space or goods to be resold?** \_\_\_\_\_  
(Please note that leaders, parents, volunteers are not authorized to sign contracts. Only the CCE Executive Director may sign contracts.) If yes, attach the original contract.

**Time and place of event:** \_\_\_\_\_

**Contacts: the following adults are in charge of this event:**  
\_\_\_\_\_

**The following 4-H members are involved in planning this activity:**

_____	_____
_____	_____
_____	_____
_____	_____

Important Information About Sales Tax: please note that sales tax must be collected in most cases. Please discuss this with the 4-H Office before your event.

**FOR OFFICE USE**

DATE RECEIVED: \_\_\_\_\_ APPROVED ON: \_\_\_\_\_

CLUB NOTIFIED (DATE): \_\_\_\_\_

ATTACH COMMENTS OR COPIES OF CONTRACTS