



Martin County 4-H Association
Fundraising Permission Form

Section 1: Request for Approval for Fundraising Project

Club:

Description of Proposed Project: Event or Merchandise Sale

Merchandise Description to be Purchased (must be through the 4-H office):

Cost: _____ Retail: _____

Tax Collected: _____ Verify rate from county

All funds must submit to 4-H Office for filing.

Purpose/Goal of Funds (must be educational):

Names of adults responsible and/or on site at all times:

Date of Fundraiser:

Location of Fundraiser:

This request prepared by:

Date:

Section 2: 4-H Office Approval

Date:

Reviewed by:

Approved: YES NO Reason:

Date:

Notification to Club /Person Notified:

Date:

Ordering Product

1. Send a written request to order a particular product with product details to the 4-H office for purchasing. Staff will assist with costs/payments, retail mark-up and sales tax requirements.
2. A copy of the invoices will be provided to the Club leader with a copy kept in the Club and Association files within the 4-H office.

Receiving Money

3. A written receipt is required for all cash purchases (or donations). A copy of the receipts are required with your deposit for internal recording in the 4-H office. Your club should have a receipt book with pre-numbered, duplicate pages.
4. Give the original to the customer or donor, a copy to the 4-H office and the triplicate in your receipt book for your club records.

RECEIPT		Date	No.
Received From	Amount	\$	
Amount			Dollars
For Payment of			
From	to	Paid by	<input type="checkbox"/> Cash <input type="checkbox"/> Check No. <input type="checkbox"/> Money Order
Received By (Name)	(Address)	(Phone)	Account Amt This Payment Balance Due \$

Receipt Template by 4Honline2.com

Making Deposits

All the funds including any sales tax received by your club must deposit with the 4-H office. The 4-H staff responsible for accounting, will record your funds, file appropriate forms and send tax payments to the University.

- Total your receipts and then total the amount of money you have in cash and checks. The two totals should equal one another.
- The financial breakdown must reflect the selling price and tax separately.
- Fill out the 'Funds Management' form reflecting: cash, checks, sale total, and tax collected.

Thank you

We are here to support your club efforts, assisting you for a successful fundraising event.