

POST ROCK DISTRICT 4-H FUNDRAISER APPROVAL FORM

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This form is for the 4-H Club, Council, or Group to approve their fundraiser, ensuring that all K-State Research and Extension and Kansas 4-H policies are followed.

**THIS FORM IS DUE TO YOUR LOCAL EXTENSION OFFICE BEFORE BEGINNING YOUR FUNDRAISER.
DO NOT PROMOTE OR IMPLEMENT YOUR FUNDRAISER UNTIL YOU RECEIVE APPROVAL
FROM POST ROCK DISTRICT.**

Please submit this form to Post Rock District or by email to postrock4h@ksu.edu. Allow at least 10 business days for the fundraiser to be reviewed. If the fundraiser needs to be revised, the individual listed below is the one who will be contacted.

Contact Information:

4-H Club / Group: _____ Contact Person: _____
Cell Phone: _____ Email Address: _____
Date of Fundraiser: _____ Time of Fundraiser: _____
Site Location and Town of Fundraiser: _____

List at least two Registered/Approved 4-H Adult Volunteers who will be present and supervising this fundraiser:

Description of Fundraiser: Explain why the group needs to hold the fundraiser and how the funds raised will support the group's educational purpose in alignment with the Kansas 4-H mission and policies. Attach additional documents as needed.

Will this fundraiser involve the consumption or sale of food? If yes, explain how food will be involved with the fundraiser. Include information about your plan to purchase, store, prepare, and sell food per food safety and food sale best practices and laws:

Promotion of Fundraiser: Remember to promote your fundraiser using proper marketing and branding expectations of Kansas 4-H. Properly use the 4-H Clover. On promotional materials, please include the KSRE/4-H/Post Rock District co-brand available on the Post Rock District's 4-H Club and Council Support webpage (www.postrock.k-state.edu/4-h/club-and-council-support/).

Office Use:

Date Form Received: _____
Final Approval by 4-H Youth Development Agent or 4-H Program Coordinator (sign and date): _____

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Things to consider as you plan your 4-H Fundraiser:

- Fundraising – Private Support for the 4-H Program: https://www.kansas4-h.org/4-h-programs/clubs/club-finances/docs/Fundraising_Private_Support_for_the_4H_Program.pdf
- Fundraising – Sponsorships and Promotions: https://www.kansas4-h.org/4-h-programs/clubs/club-finances/docs/Fundraising_Sponsorships_and_Promotions.pdf
- Raffles: Kansas Law requires multiple steps before and after the raffle. Contact your Extension Office early for assistance navigating these legal requirements.
- Bake Sale Food Handling Guidelines: https://bookstore.ksre.ksu.edu/item/food-handling-guidelines-for-bake-sales_MF3382
- Food For Immediate Consumption Guidelines: https://bookstore.ksre.ksu.edu/pubs/food-handling-guidelines-for-exempt-food-vendors-foods-sold-for-immediate-consumption_MF3472.pdf
- Foods Sold Directly to Consumers in Kansas: https://bookstore.ksre.ksu.edu/pubs/food-handling-guidelines-for-exempt-food-vendors-foods-sold-for-immediate-consumption_MF3472.pdf
- Livestock Sales: Taxable Income and Charitable Contributions: https://www.kansas4-h.org/4-h-programs/clubs/club-finances/docs/Livestock_Sales_Taxable_Income.pdf
- Principles for Managing Funds for Extension Affiliated Groups: <https://www.ksre.k-state.edu/about/extension-board-resources/resources/PrinciplesofManagingFundsofAffiliatedGroups.pdf>

The above resources are not an exclusive list. You should contact your local Post Rock District Office for additional resources related to the specific scope of your fundraiser. Post Rock District professionals have access to various resources to help you. While reviewing this form submission, we may share resources to assist with implementing a safe and successful fundraiser.

K-STATE
Research and Extension



Post Rock
District

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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This document is adapted from the Kansas 4-H template form. Updated 9.24.2024 by NR.