



MICHIGAN 4-H Fundraiser Flyer Checklist

Your 4-H group has decided it needs to raise money. Follow this checklist to ensure that your flyer, promotion, and marketing meet Michigan 4-H guidelines.



Be certain to submit to your 4-H Program Coordinator:

- ❑ Fundraiser application (at least 10 business days prior)
- ❑ Fundraiser report (within 10 business days of completion)



Your fundraiser flyer must include:

- ❑ Your 4-H Club or group name
- ❑ What type of fundraiser you are holding (car wash, bake sale, etc)
- ❑ Where it will take place (include complete address)
- ❑ When it will happen (dates and times)
- ❑ How will the funds be used; why are you raising money (be as specific as possible; including funds raised beyond the proposed budget)
- ❑ Will the club be using the PROFITS or PROCEEDS of the fundraiser for advertised purpose?
- ❑ 4-H Clover logo
- ❑ MSU Extension logo
- ❑ MSU Extension indicia (see wording below)
- ❑ Does your fundraiser require payment of sales tax? If yes, is sales tax included in the price (i.e. food booth) or is there a fundraising vendor (i.e. candle company) responsible for paying it?
- ❑ Contact information (be cautious of listing contact information publically, especially for youth)

Find more information about 4-H Financial procedures:

http://msue.anr.msu.edu/resources/financial_manual_for_4_h_treasurers

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