

WAUKESHA COUNTY 4-H Solicitation Information Request Form

Waukesha County 4H Leaders Assoc. policy requires prior approval by the Associations Finance Committee and Executive Board of any fundraiser/solicitation held out to the public as a 4H event. This is to insure compliance with non-profit organization standards and state and federal tax laws and to prevent undue burden and repetition of donors. To be completed by any group, district, or committee raising funds for the 4H program for the Waukesha County 4H Leaders' Association with exception of the annual county fund raiser and 4H food stand. This form should be used when soliciting businesses or corporations, i.e. Golden Guernsey, Ace Hardware, Farm & Fleet.

Please complete and return this form 30 days prior to solicitation:

Return completed form to:
Waukesha County UWEX-4H Office
1320 Pewaukee Rd, Rm. G-22
Waukesha, WI 53188

or Email sgross@wi.rr.com

1. Reason for the solicitation (What is the project/activity)? _____

2. Names of Individuals or business being solicited: _____

3. What is the financial goal of project/activity: _____

4. Who will be doing the soliciting? (Youth/adults-please specify) _____

5. Date(s) of solicitation? _____ Time? (If applicable:) _____

6. Who will receive the donation:(activity chairperson or other) _____

7. How will the donations be used? _____

Name _____ Phone: _____

Address: _____

City: _____ Zip: _____

Email Address: _____

WAUKESHA COUNTY 4-H Fundraiser Information Request Form

Waukesha County 4H Leaders Assoc. policy requires prior approval by the Associations Finance Committee and Executive Board of any fundraiser/solicitation held out to the public as a 4H event. This is to insure compliance with non-profit organization standards and state and federal tax laws and to prevent undue burden and repetition of donors. To be completed by any group, district, or committee raising funds for the 4H program for the Waukesha County 4H Leaders' Association with exception of the annual county fund raiser and 4H food stand.

Please complete and return this form 30 days prior to fundraiser:

Waukesha County UWEX-4H Office
1320 Pewaukee Rd, Rm. G-22
Waukesha, WI 53188

or Email sgross@wi.rr.com

1. Reason for the fundraiser (What is the project/activity)? _____

2. Description of fundraiser (activity or products being sold): _____

3. What is the financial goal of project/activity: _____
4. Who will be doing the fundraising? (Youth/adults-please specify) _____

5. Date(s) of fundraiser? _____ Time? (If applicable:) _____
6. Who will receive the monies collected:(activity chairperson or other) _____

7. What expenses will be incurred (cost of product or other costs)? _____

8. What will be done with the excess product at completion of activity? _____

9. Describe any rebates that will be offered to participating clubs _____

Name _____ Phone: _____

Address: _____

City: _____ Zip: _____

Email Address: _____

WAUKESHA COUNTY 4-H Fundraiser/Solicitation Final Reporting Form

Upon completion of the fundraising/solicitation activity (within 30 days) please complete and file the following report to:

Waukesha County UWEX-4H Office
1320 Pewaukee Rd, Rm. G-22
Waukesha, WI 53188

or Email sgross@wi.rr.com

Complete financial report (expenses and income) please attach:

1. Event Name: _____

2. Fundraiser/Solicitation success _____

3. Will fundraiser/solicitation be repeated and if so, by whom? _____

4. Were funds turned into County 4-H Treasurer? Yes No When: _____

Name _____ Phone: _____

Address: _____

City: _____ Zip: _____

Email Address: _____