

**REQUEST FOR PERMISSION TO RAISE FUNDS IN THE NAME OF 4-H** (Attachment D)

**PRIOR TO THE EVENT:** Submit completed form 30 days prior to 4-H Office located at Cooperative Extension Center, 480 North Main Street, Canandaigua, NY 14424.

4-H Club or Group Name: \_\_\_\_\_

Leader(s): \_\_\_\_\_

Our club/group requests permission to contract with \_\_\_\_\_ for resale to  
(name of company)

raise money for: \_\_\_\_\_  
(purpose for raising money)

Items to be sold/activity: \_\_\_\_\_

Anticipated amount of money to be raised: \$\_\_\_\_\_ Current balance in Treasury: \_\_\_\_\_

The proposed sale would take place from : \_\_\_\_\_ to \_\_\_\_\_  
(date) (date)

Location of sale: \_\_\_\_\_

We have planned these dates so they will not coincide with (nor detract from) the county-wide 4-H fund raising effort.

**Proposed printed materials to be distributed in connection with the sale are to be attached to this request form.**

We will/will not need to collect and submit sales tax. **Note:** Sales tax must be collected on items sold at a shop, store, or booth, but not door to door.

Your signature below signifies that you have read and understand the Financial Guidelines for Clubs and Groups and agree to abide by them.

Approved by: (Office Use Only)

\_\_\_\_\_  
4-H Program Manager

\_\_\_\_\_  
Club/Group President

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Organizational Leader

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

The results of the above fund raising should be reported to the 4-H office in the "Story of 4-H Club Activities" section of the Secretary's Monthly Report or a separate written report.