

# Montana 4-H Fundraising

## Guidelines

- 4-H clubs may choose to finance their activities through fundraising activities.
- Soliciting funds from statewide businesses or organizations should be coordinated with the Montana 4-H Foundation.
- Fund solicitation by clubs should be kept to a minimum and undertaken only after consultation with the county Extension agent responsible for 4-H and the county 4-H Council.
- 4-H activities, including raffles, must have a clear educational goal or purpose and should be primarily for the benefit of 4-H members.
- Any event sponsored for the purpose of raising funds should be limited to fundraising to support the educational mission of 4-H.
- For any event or activity involving entry fees, raffle ticket sales, registration, etc., and where funds are collected, appropriate financial management practices should be followed. Detailed accounting for income and expenses following the steps outlined in the Montana 4-H Treasurer's Record Book is required.
- A financial report must be given to the county Extension agent within 60 days after the conclusion of the event. If such reports are not filed, an investigation may be conducted.
- Funds from 4-H events may not be divided up amongst individual club members or otherwise used for personal expenses.
- Contributions earmarked by a donor for a particular individual are treated as a gift to the designated individual and are not deductible as charitable contributions.

GAMES OF CHANCE, LOTTERIES, BETTING ACTIVITIES INVOLVING MONEY, AND OTHER RELATED KINDS OF ACTIVITIES DO NOT SUPPORT THE MISSION OF 4-H AND SHOULD NOT BE ENGAGED IN.

## Raffles

-4-H clubs should be conducting raffles only where a product will be awarded to the winner. Products should be of good quality and should represent the organization well. -The cost of raffle tickets cannot be deducted by individuals as a charitable contribution to 4-H per IRS regulations.

-The state of Montana does not require a non-profit organization to have a permit to conduct a raffle, but local governments may. 4-H groups wanting to hold a raffle should check with their local County Commissioners' or Tribal Council office, where the drawing will be held, to comply with county/reservation requirements. Some officials will require an accounting of the raffles, while others will not. Be sure to ask if there are any regulations about 4-H youth (minors) selling raffle tickets.

-Neither non-profit nor for-profit groups can solicit outside the state, but they can go across county lines.

## Bingo

Bingo is considered gambling in the state of Montana and as such must be registered and approved through the State of Montana – Department of Justice: Gambling Control Division. Guidelines for this type of activity, provided by the State Gaming Office, must be followed.

## Fifty-Fifty Fundraisers

Montana 4-H does not condone nor support 50/50 type fundraisers or raffles. These fund-raisers are not to be conducted under the auspices of 4-H nor associated with the 4-H name and emblem.

# Fundraiser Planning Worksheet

4-H Group Name \_\_\_\_\_

**If the group is contemplating holding a fundraiser, we strongly encourage the group to discuss and record the following items before completing the application below:**

- What, specifically, are the funds being raised for?
- Put in writing how and when a member will qualify to benefit from the funds.
- How much money is needed?
- How will the group keep track of funds raised? Identify the member(s) who will manage this task.
- What will the group do if enough funds are not raised to meet the group's goal? What if the group raises more funds than are needed?
- Understanding that funds raised are for the total group (not for individuals based on their level of participation in the fund-raiser), be sure to discuss how the group will handle it if some members raise fewer funds or are less active in the fund-raising activity than others.

Addressing these things ahead of fund-raising will ensure all participants agree with the fundraising goals and reduce the probability of disagreements later.

Group's address \_\_\_\_\_ Phone # \_\_\_\_\_

Person making the request \_\_\_\_\_ E-mail \_\_\_\_\_

Educational program funds will be used for \_\_\_\_\_

What is the proposed fundraising activity \_\_\_\_\_

What is the fundraiser's education value to the members? \_\_\_\_\_

Where is the proposed fundraising activity to be held \_\_\_\_\_

Proposed starting date of the activity \_\_\_\_\_ Time: \_\_\_\_\_

Proposed ending date of the activity \_\_\_\_\_ Time: \_\_\_\_\_



# Fundraiser Report Form

4-H Group Name \_\_\_\_\_

Group's address \_\_\_\_\_ Phone \_\_\_\_\_  
Person making the request \_\_\_\_\_ E-mail \_\_\_\_\_

What was the proposed fundraising activity \_\_\_\_\_

What was the fundraiser's education value to the members? \_\_\_\_\_

Where and when did the fundraising activity take place \_\_\_\_\_

What knowledge did the group develop from participation in the fund-raising activity? \_\_\_\_\_

What skills did the group develop from participation in the fund-raising activity? \_\_\_\_\_

Income from approved fundraising activity \$ \_\_\_\_\_

Expenses from approved fundraising activity \$ \_\_\_\_\_

List general expenses with amounts:

\_\_\_\_\_  
\_\_\_\_\_Profits from approved fundraising activity  
(Income-Expenses=Profits) \$ \_\_\_\_\_

## Prize Winners

If prizes were awarded, complete the information below. Attach a separate sheet, if needed.

Winner Name: \_\_\_\_\_ Winner contact info: \_\_\_\_\_  
Prize Item: \_\_\_\_\_ Prize Value: \_\_\_\_\_