

4-H CLUB EVENT OR FUND RAISER

CLUB _____ EVENT _____

LOCATION OF EVENT _____ DATE _____

4-H LEADER IN CHARGE _____ PHONE _____

IS THIS A FUND RAISER? _____ IF SO, WHAT DOES THE 4-H CLUB PLAN TO USE
THE FUNDS FOR? _____

DESCRIPTION OF ACTIVITY _____

BE SURE TO COMPLETE THE FOLLOWING:

_____ FACILITY USE AGREEMENT completed and signed by the County Extension Director and the authorized person from the facility (school, arena, hall, etc.)

_____ Voted on by the 4-H Club Members and reflected in the minutes at the _____ meeting. Please attach a copy.

_____ Obtain a permit from the County Health Department if food is being sold.

_____ Name of person who has attended U.C. Food Safety Training _____

If you would like to announce your event in the THINKS please send an article to the Extension Office by the 15th of the preceding month.

Good planning is an essential part of a successful event or fundraiser. Please allow enough time for all of the requested documentation to be completed. This form will be reviewed by the Executive Officers at their monthly meeting or by the 4-H Youth Development Advisor before approval is assured. Most events and fundraisers are approved if they follow 4-H policy and do not conflict with other major County events.

An event-planning guide is available at the Extension Office along with an event financial report. Both of these sheets may be helpful in your planning.

FOR OFFICE USE ONLY

RECEIVED BY (DATE) _____ APPROVED ON _____

NOT APPROVED (REASON) _____

SIGNATURE _____

(not valid without designated signature from the Kern County Cooperative Extension Office)