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## I. Purpose

This section outlines policies and procedures regarding activities of chartered 4-H units and VMOs that relate to fundraising conducted as a part of a service learning activity to benefit outside groups or organizations. A group is defined as a “class” of individuals that have a common need (e.g., troops, fire victims). For more information and helpful service learning tools for 4-H members and volunteers, visit:

<http://www.ca4h.org/Projects/Citizenship/ServiceLearning/>.

## II. Scope

The University holds that the occasional participation of 4-H members in fundraising activities in support of outside groups and organizations as part of a service learning activity provides a high-quality youth development experience as part of the mission and framework of the UC 4-H YDP. General principles guiding this view include:

1. The UCCE county director must approve the proposed fundraising activity as appropriate from a programmatic, youth-development perspective.
2. Groups or organizations must not be religious or political in nature or purpose.
3. The group or organization must not discriminate in their membership on the basis of race, color, sex, handicap, religion, age, sexual orientation or national origin.
4. The UCCE county director must approve the group or organization as an appropriate recipient of fundraising efforts.
5. Fundraising activities must be clearly identified as benefiting the recipient group or organization so donors understand who is receiving the goods or services.
6. Fundraising efforts must comply with the [Chapter 9 VII of the 4-H California Youth Development Program Policy Handbook](#).

## III. Procedures

1. All fundraising activities by chartered 4-H units and VMOs must be approved by the membership either through an adopted budget or action (i.e., vote) by the unit or VMO. The annual budget must be submitted to the UCCE office for review by the county director.
2. All proposed fundraising activities must be submitted to the UCCE office for approval by the county director using [Form 8.7 Fundraising Approval](#).
3. If the proposed fundraising activities involve the collection of cash contributions (cash or checks) the chartered 4-H units and VMOs should include the income and expense in their annual budget.
4. Review the [Fundraising to Benefit Groups or Organizations by 4-H Units and VMOs Frequently Asked Questions](#) document.
5. 4-H groups may collect non-cash items or cash contributions that are then used to





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- buy supplies and materials to carry out their service learning activity. They may not donate cash to any group or organization outside of 4-H.
6. When a 4-H group engages in a fundraising activity to benefit another group (e.g., fire victims) or organization (e.g., Red Cross) a sign must be posted to make clear to potential donors that the funds will be used to benefit the other group (e.g., fire victims) or organization (e.g., Red Cross).
  7. For cash contributions only:
    - a. Checks should be made payable to the 4-H unit or VMO.
    - b. Cash received during the fundraising activity must be counted by two persons.
    - c. All money received must be processed according to the Financial Processing Procedures in [Chapter 9 VII of the 4-H California Youth Development Program Policy Handbook](#).
    - d. Checks and cash must be deposited into a 4-H account.
    - e. Funds must be used to purchase non-cash items to purchase supplies and materials needed to carry out the service learning activity.
    - f. All expenditures must be made by check from the 4-H unit or VMO treasury, and properly recorded on the 4-H unit or VMO account ledgers including the purpose.
  8. If a 4-H group is fundraising to benefit a nonprofit or tax-exempt organization they should work with the charitable organization ahead of time to obtain tax receipts that can be given to donors upon collection of their contribution. Donations are only tax-deductible if made to a qualified organization (i.e., a non-profit or tax-exempt organization).
  9. It would be appropriate for the 4-H group to give the individual(s) who made a contribution to benefit the outside group or organization a thank you letter to let them know that this was a service learning activity of the California 4-H Youth Development Program and tell them about our program.

Note. Additional resources and support materials can be found in the 4-H Treasurer's Manual.

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