



Gifts to and Fundraising for Individuals and Organizations by 4-H Units Frequently Asked Questions

9/2010

A. GIFTS

1. Can 4-H units give cash gifts to individuals?

No, the giving of cash or checks to individuals is not allowed. Scholarships or awards for which criteria and a selection process has been clearly outlined are allowed, as they are not considered gifts.

2. Can 4-H units give cash gifts to organizations?

If the organization is a recognized non-profit or tax-exempt charitable organization that is not religious or political in nature or purpose, donations may be made by a 4-H unit under some circumstances with the approval of the UCCE County Director. See [Guidelines for Fundraising for and Donations to Recognized Charitable Organizations by 4-H Units](#).

3. Can 4-H units give non-cash gifts to individuals and organizations?

Non-cash gifts such as tangible personal property (mugs, t-shirts, etc.), nonnegotiable gift certificates and mementos may be presented to individuals and/or businesses for the purposes of recognition, appreciation or sympathy. Specific limits and procedures are outlined in [Guidelines for Giving Gifts by 4-H Units](#).

Individuals or organizations eligible to receive gifts include donors or potential donors, volunteers, clientele, members of the local community, and elected or appointed officials.

Gifts may not be presented to any elected official, candidate for public office, organization, or committee, when the gift is a contribution to a political campaign or referendum. As well, they may not be presented to any person with whom the presenter has an outside business relationship, i.e., where any conflict of interest – whether perceived or real – exists.

4. Are there limits to the amount of the gift?

Yes, sympathy gifts are limited to \$75 per individual; gifts of tangible personal property such as promotional items (logo, T-shirt, mug, etc.) may not exceed \$75 per individual; and nonnegotiable gift certificates and mementos such as a plaque,

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watch, logo item of more than minimal value, book, or the like may not exceed a total of \$250 to an individual per year from all 4-H units in a county.

5. Can 4-H Units and Councils make donations to families or memorial funds?

No. 4-H units and councils may not make donations in the name of the unit or council to families or memorial funds, unless the memorial fund is a recognized charitable organization as discussed above.

6. Can gifts be given to individuals who serve as judges for 4-H events?

Yes, as long as the person is an eligible recipient as outlined in #3 above, and the total value does not exceed \$250 per year from all 4-H units in the county, non-cash gifts may be presented to 4-H judges. All cash gifts (of any amount) and non-cash gifts exceeding \$250 must be paid by check from a University account using the Honoraria process. See [Honorarium Processing for 4-H Payments](#).

7. How should the payment for gifts be documented?

Requests for payment or reimbursement of non-cash gift expenditures must be submitted in writing to the 4-H unit and approved for payment via an adopted budget or action by the unit to approve the payment. The written request for payment must include the name, title, and occupation of the gift recipient(s) as well as the purpose of the gift. This documentation should be maintained as part of the unit's treasurer documentation and submitted to the peer review or audit committee each year.

B. FUND RAISING FOR OTHERS

1. Can 4-H units fund raise on behalf of an external organization?

If the organization is a recognized non-profit or tax-exempt charitable organization that is not religious or political in nature or purpose, fundraising may be conducted on behalf of the organization by a 4-H unit under some circumstances with the approval of the UCCE County Director. See [Guidelines for Fundraising for and Donations to Recognized Charitable Organizations by 4-H Units](#).

When a 4-H group engages in a fundraising project to benefit another organization (for example, for the Red Cross), they must post a sign or otherwise make clear to potential donors that the funds will not be used to benefit 4-H, but rather to benefit the other organization (e.g., the Red Cross).

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2. Can 4-H members fund raise for the benefit of a specific individual or small group of individuals?

No. 4-H members may not raise funds for a specific individual or small group of individuals. For example, it would be inappropriate to raise funds to help the “Smith family” who were victims of a wildfire. It would, however, be appropriate to raise funds for a recognized charity that is assisting fire victims as discussed in above.