



I. Purpose

This section outlines policy and procedures regarding activities of chartered 4-H units that relate to donations given to charitable organizations or fund raising on behalf of charitable organizations

II. Scope

The University holds that the occasional participation of 4-H Youth Development Program members in support of charitable organizations is consistent with the development of community service and civic engagement skills as part of the mission of 4-H. General principles guiding this view include:

1. The UCCE County Director must approve the proposed fundraising project as appropriate from a programmatic, youth-development perspective.
2. Charitable organizations must be recognized non-profit or tax-exempt organizations and must not be religious or political in nature or purpose.
3. The organizations 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 organizations as appropriate recipients of donations or fundraising efforts.
5. The donations made by 4-H units must be a minor part of an annual budget or mid-year fundraising request approved by the County Director.
6. Fundraising efforts must be clearly identified as benefiting the recipient organization so contributors understand who is receiving the funds.
7. Fundraising efforts must comply with the [Chapter 9 VII of the 4-H California Youth Development Program Policy Handbook](#).

III. Procedures

1. Chartered 4-H units that wish to make a contribution to a recognized charity should include the donation in the annual budget approved by the unit membership and submitted to the UCCE office for approval by the County Director.
2. If the unit wishes to conduct a fundraising activity for the benefit of a charity, that information should be attached to the budget or requested via the [Mid-year Fundraising Approval Template](#) approved by the unit membership and submitted for approval by the County Director.
3. All expenditures for charitable donations must be documented in writing and include the name, address and telephone number of the organization. The documentation must be filed for review by the unit peer review committee.

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4. All expenditures should be made by check from the unit treasury.
5. If cash is received during the fundraising effort, it should be counted by two persons according to the Financial Processing Procedures in [Chapter 9 XI of the 4-H California Youth Development Program Policy Handbook](#) and deposited in the 4-H unit account and promptly distributed by check to the charity.
6. If checks are made payable to the charity, they should be immediately forwarded to the organization and the total amount received in this manner should be noted in the written documentation of the event.