

Request for Permission to Raise Funds in the Name of 4-H

Submit to the Cornell Cooperative Extension office at least 30 days prior to the proposed fundraising date.

The _____ requests permission to
_____ for resale to raise money for:
(name of company if applicable)

(purpose for raising money)

Items to be sold: _____

Anticipated amount to be raised: \$ _____

Current balance in treasury: \$ _____

The proposed sale would take place on _____, from _____ to _____
(date/s) (time)

Location of sale: _____

We have planned these dates so they will not coincide with (nor detract from) a county-wide 4-H fundraising effort.

Proposed printed materials to be distributed in connection with the sale are to be attached to this request form.

Note: Sales tax must be collected on items sold at a shop, store, or booth, but not door to door.

The current New York State sales tax _____% will be indicated to the consumer and collected on the retail price of each item sold.

Your signature below signifies that you have read and understand the guidelines attached and the above information is correct to the best of your knowledge.

Approved by: (Office Use Only)

Requested by:

4-H Program Committee Liaison Date

Youth Member Date

4-H Leader Date

Address

Phone

Email Address

Results of the above fund raising should be reported to the CCE office within 30 days on Tool L-21: Summary Form for 4-H Sales.