

## 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 fund-raising date.*

The \_\_\_\_\_ 4-H Club requests permission to contract with  
 \_\_\_\_\_  
 (name of company) for resale to raise money for: \_\_\_\_\_

Items to be sold: \_\_\_\_\_  
 (purpose for raising money)

Anticipated amount to be raised: \$ \_\_\_\_\_

Current balance in treasury: \$ \_\_\_\_\_

The proposed sale would take place from: \_\_\_\_\_ to \_\_\_\_\_

Location of sale: \_\_\_\_\_

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

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

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

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

*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 Leader <span style="float: right;">Date</span>	_____ Club President <span style="float: right;">Date</span>
	_____ 4-H Club Organizational Leader <span style="float: right;">Date</span>
	_____ Address
	_____ Phone _____

*Results of the above fund raising should be reported to the CCE office in the "Story of a 4-H Club Activities" section of the Secretary's Monthly Report or a separate written report.*