

# Club Payment Processing Form



## Virginia Cooperative Extension



Prince William County 4-H Association



### 4-H Club Payment Processing Form

\_\_\_\_\_ is authorized to initiate the purchase of items or services out of club funds, for use by our 4-H Club/Organization. Purchased items will be used for the following event/purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) -Requires two Signatures	4-H Club/Organization	Amount	Date Verified

I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures of the 4-H Club. By my signature, I acknowledge that the goods purchased become the property of Prince William County 4-H Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Club Individual Reimbursement Form



## Virginia Cooperative Extension



Prince William County 4-H Association



### 4-H Club Individual Reimbursement Form

\_\_\_\_\_ has purchased items or services out of their own personal funds, for use by our 4-H Club/Organization and is approved to receive reimbursement in the amount indicated below. (Original itemized receipts must be attached to this voucher)

Description of items and use/purpose (Activity / Event)

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Name(s) -Requires two Signatures	4-H Club/Organization	Amount	Date Verified

I hereby certify that the expenses listed above were incurred by me and are necessary and appropriate expenditures of the 4-H Club. By my signature, I acknowledge that the goods purchased become the property of Prince William County 4-H Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Prince William County 4-H Association



### 4-H Club Deposit Form

Name(s) -Requires two Signatures	4-H Club/Organization	Amount	Date Verified

This form accompanies club deposits and is then kept with the bank validated deposit ticket for club records.

## PWC 4-H CLUB FUNDRAISING GUIDELINES

Clubs are allowed to do their own fundraising but need to follow a few guidelines and rules in order to stay compliant with the state and federal tax laws as well as with the memorandum of agreement we have with the VA Cooperative Extension and VA Tech. The PWC 4-H Association has a Fundraising Committee and they will be the group overseeing the clubs' fundraising activities as well as the PWC 4-H Association's fundraising activities.

The goals for monitoring our clubs' fundraising efforts are to:

- be able to accurately report all fundraising activities on the Association's annual tax returns
- keep within the guideline that 85% of the fundraising efforts are conducted by volunteers and not paid staff
- ensure the fundraising efforts are in accordance with the 4-H mission and standards
- streamline the fundraising efforts within the county so we can support each other and keep scheduling conflicts to a minimum.

To avoid complications, please do not commit to your fundraiser date(s) and/or any outside group or company that may be involved until your fundraising concept has been received and approved.

The steps clubs will need to take for club fundraising are as follows:

1. All clubs need to submit a completed copy of the attached 'Fundraising Activity Request Form' to the PWC 4-H Fundraising Committee. Please email your forms to the 4-H office or mail to *8033 Ashton Avenue, Suite 105, Manassas 20109*
2. Submissions need to be turned in at least 4 weeks in advance or sooner of the tentative fundraising date. This will ensure that we have time to look it over and contact the club if we have any questions.
3. Once approval has been given, clubs may proceed and will keep the Fundraising Committee apprised of any changes or problems that may come up that will change the fundraising activity in anyway. Last minute requests will be handled on a case by case basis in accordance with the availability of the Fundraising Committee Chair and members.
4. Detail records of all revenue and expenses related to the fundraiser need to be kept separate from program income and expenses.

Our purpose is to maintain accurate records and a sense of unity and support to each of the PWC 4-H clubs. If you have any questions please let us know. We look forward to working with you and helping your club to be as successful as possible in their fundraising efforts.

# PWC 4-H Club Fundraising Activity Request Form

Please print clearly.

Club Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Fundraiser Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location / Method: \_\_\_\_\_

Proposed Date(s) or time period of Activity: \_\_\_\_\_

Description of Volunteer Involvement: \_\_\_\_\_  
\_\_\_\_\_

Items required from 4-H office: \_\_\_\_\_

Financial Information: Budgeted Revenue \$ \_\_\_\_\_

Budgeted Expenses \$ \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Club Leader Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email

Approved by: \_\_\_\_\_  
Fundraiser Committee Member

Date: \_\_\_\_\_

\_\_\_\_\_  
4-H Cooperative Extension Agent

Date: \_\_\_\_\_

# PWC 4-H Club Donor Receipt Request Form

Please print clearly.

Club: \_\_\_\_\_

Amount of Cash Donated \_\_\_\_\_

Non Cash Items Donated \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose / Use of Donation \_\_\_\_\_

Date Donated \_\_\_\_\_

Name and Address of Donor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Submitted by: \_\_\_\_\_

Club Leader

Date: \_\_\_\_\_

Contact Information (Email – Phone#) \_\_\_\_\_

Donation Receipt Sent by: \_\_\_\_\_

Date: \_\_\_\_\_



## Prince William County 4-H Association 4-H TREASURER'S REPORT



Club: \_\_\_\_\_

Date of Report \_\_\_\_\_

Signature \_\_\_\_\_

Treasury Activity Since \_\_\_\_\_ Meeting: \_\_\_\_\_

Balance Last Meeting \$ \_\_\_\_\_

### Income (since last meeting)

Date	Source	Amount

Total Income \$ \_\_\_\_\_

### Expenses (since last meeting)

Date	To Whom and Purpose	Amount

Total Income \$ \_\_\_\_\_

Current Balance\* \$ \_\_\_\_\_

\*Current Balance = Balance last meeting, plus total income, minus total expenses.

## AUDITING COMMITTEE

Each 4-H club handling funds is to have an audit committee examine and verify the club's records and money at the end of the club year. The chairperson of the committee should make a report to the club and sign the following statement for a permanent record. A club leader should also sign the report. An auditing committee prevents misunderstanding and protects the club and the outgoing and incoming treasurers. Your club president will appoint an audit committee with the approval of the club's 4-H organizational leader.

We have examined the treasurer's record and find that

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Signed, \_\_\_\_\_ Date \_\_\_\_\_  
*Chair of Auditing Committee*

Signed, \_\_\_\_\_ Date \_\_\_\_\_  
*Member of Auditing Committee*

Signed, \_\_\_\_\_ Date \_\_\_\_\_  
*4-H Leader*

Signed, \_\_\_\_\_ Date \_\_\_\_\_  
*4-H Agent*

## ANNUAL AUDIT

Auditors' names (committee of two or more members and 4-H leader)

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# Prince William 4-H Program Sponsors' Fund

## Financial Support Request Form

Prince William 4-H is supported by the sale of poinsettias/nuts, by grants, and by donations. The Budget Committee has designated a portion of these proceeds to support 4-Hers and their leaders. The Prince William 4-H Program Sponsors' Fund is set up to help pay for **competition entry fees** in 4-H events, provide **scholarships for 4-H camps**, support the **4-H center in Front Royal**, provide **scholarships for leadership development**, and to support **club projects**. The following form is for club leaders, parents, or 4-Hers to apply to receive support.

The 4-H Budget Committee will review applications. This is a committee of interested 4-H Leaders and Extension Staff. If interested in being on this committee, contact Linda King at the 4-H Office. **If the request is granted, one half of the amount approved will be provided immediately and the remaining half will be provided upon proof of successful completion of the course/project.**

In general, adult leader scholarships will not be made for more than 50% of the cost of the registration fee. Scholarship awards will be based on the following factors:

- Applicant's willingness to assist with payment for training or the commitment to take the time to search for other funding.
- Applicant's commitment to the program that they are requesting training scholarship money or applicant's willingness and written plan to give back to the 4-H program if it is a new program for which they are requesting to receive training.
- Applicant's tenure and overall commitment to 4-H.
- Applicant's involvement in the 4-H annual fund raiser
- Applicant's previous scholarship reports and documentation.

Competition entry fees, club projects costs, and camp scholarships will be considered on a case-by-case basis.

Name of Applicant

Date

Club:

Address:

Participating Club members: (attach roster if necessary)

Phone Number

Email Address:

Support request for (entry fee, field trip, community service project, or youth training)

Date(s) of event:

Why support is needed:

Scholarship Amount Requested:

Brief Description of the Program for which the scholarship is requested

Total Cost of Training (please breakdown these costs into registration, travel, lodging and other; please list other)

How will you pay the additional costs of the training?

What is your/your club's current commitment to the program in which you wish training?  
Or what is your plan for Prince William using the training you receive?

Are you/your club willing to share this program with other Prince William 4-H Leaders/Clubs? How would you do it?

How have you/your club participated in the annual 4-H fundraiser (Poinsettia/Pecan sale)?

List previous scholarships/support that you/your club have applied for and/or received.

What would be the consequences to you and to the program of not funding this scholarship?

Do you agree to submit a report and receipts (or other proof of attendance), upon the conclusion of this event?