

Club Finances Help Sheets

This document has been prepared as a helpful resource for 4-H Members, Leaders and Parents/Guardians.

Fundraising is an important activity of all community groups, it's also an excellent opportunity for members to explain the 4-H organization's purpose, function and activities to their community on a person-to-person basis. Fundraisers are a whole lot of work, but part of 4-H's aim is to encourage youth to reach their fullest potential while advancing the field of youth development!

Through involvement in raising and spending money, 4-H members can learn:

- How to manage money
- How to plan and carry out a fundraising activity
- More about each other and their community
- How to work as a team
- Responsibility

Getting everyone on the same page

Start by making sure every member, from the PeeWees to the young adult members (include your leaders too), really help decide through open discussion and democratic voting, what type of fundraising project their club will take on.

Having an open discussion with the club will help to avoid leaving some members/families feeling like they're being handed an assignment - one they might not necessarily like. If each member gets to help discuss the project and feel involved in the choice, many of them will enthusiastically pitch in. It is this enthusiasm, according to experts, that is essential in any successful fundraising campaign. This may take longer but in the long run you will have a happier club.

Managing a Multiple-Project Clubs Money

Because of all the opportunities offered, multiple-project clubs usually have many members. Many members and many projects mean lots of questions, lots of requests, and a lot of information.

One of the biggest issues with a multiple club is how to manage money.

Does the club have the funds? Who decides who gets money? Do we have to fundraise? If the kids from the swine project need the funds, shouldn't they fundraise on their own? Do we need a treasurer for each project? How can we survive if there are too many cooks trying to mix the broth?

The most valuable suggestion to manage money, as any financial planner will tell you, is to BUDGET!

Know Your Needs

- Raise money for specific a purpose, not just for the sake of raising money.
- Develop a clear, concise statement which answers these two important questions about your objectives.
- Why are you raising money?
- Exactly how much do you need?

- The amount of money you need is not how much you could raise, but how much you need to accomplish your objectives.
- Keep fundraising to a minimum – attempt to raise only what you need.

Know Your Target

The target audience you select will depend on your community and your club, project or activities.

- 4-H Canada Grant Programs- Annually 4-H Canada provides many valuable grant opportunities to clubs across the country. To find out more about funding opportunities visit 4-h-canada.ca/grants-scholarships-awards or contact office@quebe4-h.com
- Funding or Grant Program – may be available. Talk to representative of all levels of government in your area to find out if there are any funds for which you may apply.
- Individuals – such as past 4-H members, leaders and supporters are a good start. You may want to reach this group through an event.
- Business or Groups – there may be strong supporters of the 4-H program. Find out in advance the extent to which they have previously supported 4-H in your community.

Develop Your Plan

Well in advance of your fundraising campaign; work together with your members to develop a plan. Indicate who will be responsible for what and by when. Put it in the minutes of your meetings so that everyone knows his or her responsibilities. As you plan, think about the following questions:

- How can you be exposed to the most people?
- What is the best location for your activity or event?
- Will your timing be effective?
- How can you include all members?
- Will it be fun for everyone involved?
- Will you be able to achieve your objectives?

When You Ask for Support

- Ask for specific amount
- Tell them it is for a specific purpose.
- Explain what's in it for them.
- Treat in-kind donations such as the use of facilities, equipment, publicity, advertising space, refreshments or resource people, in the same way you would cash donations.

Say Thank You

- Give a sincere verbal thank you when the donation is committed.
- Whenever possible, send a sincere written thank you to the donor acknowledging receipt of the donation and explaining the purpose for which it was used and the benefits it provided.
- The most appreciated expressions of thanks will come from your members.
- Don't forget to thank your members for their hard work in making the fundraising campaign a success and for keeping it FUN!

Here are some useful suggestions on Budgeting within your club:

1. At the beginning of your club year, set out committee Sign-Up Sheets. Include a Budget Committee.
2. The Budget Committee is made up of three members and two adults (either parents or leaders).
3. The Treasurer is on the Budgeting Committee. The club should only have 1 (one) treasurer and it should be a member. If your treasurer is younger and requires adult assistance, an adult can definitely help, but should realize that the member should try to learn as much as possible. In other words, emphasize that the adult doesn't do all the work!
4. At the beginning of the year, each project submits a budget to the Budget Committee.
5. When figuring out the year's budget, the Budget Committee should look at club events that run annually (ie. Christmas Banquet, Achievement Day, Farm safety days, Spaghetti Fundraiser, new members receive club jackets at their first Achievement Day, etc)
6. Club fundraisers should be done as a club. (This could be included in the club Constitution). Any projects that want to fundraise on their own must give their proceeds to the club. Why? You are fundraising under your club's name; if you weren't under that name, you wouldn't be receiving the money. Therefore, the club receives all monies raised.
7. Discourage separate fundraisers - United we Stand, Divided we Fall. If you have your budget figured out for the year, you should know how much money you would need to fundraiser. Instead of fundraising for particular things (ie. "The proceeds from the Bingo will allow BLANK to go to the Clinic"), look at fundraisers in terms of raising money for the whole club to cover budgetary costs. This way, not only are the members raising the money required for the club and all its projects to function, they are working together as a team. All project groups are interacting and hopefully having fun!
8. Budget Committee figures out what each group requires throughout the year, combining those needs with the club's yearly expenses. Then they figure out how much money needs to be raised in total, and how to make that money (or a dedicated fundraising committee takes it from there and figures out what to do).

Keep 4-H Fundraising Fun!

Thanks to Manitoba and Saskatchewan 4-H provincial councils for sharing resources from which this document was sourced and compiled.



Looking for ways to help promote your club fundraiser?

Quebec 4-H has a variety of different means by which you can see your club fundraiser or event promoted! You could see your fundraiser promoted via a feature in the bi-monthly News Spreader, through the Monthly Email Update and it could also be shared via the Quebec 4-H's network on Facebook.

To broadcast your fundraiser to a larger network be sure to send promotional material and details to office@quebec4-h.com.

As a show of support for our regional 4-H clubs, the Quebec Farmers' Association is creating a new space for clubs to advertise announcements and coming events and fundraisers within the pages of 'The Advocate'. "Our rural youth need as much support as they can get if we are to sustain our community into the future, and this is merely a token of goodwill which will help strengthen our foundation" said QFA President, John McCart. Clubs invited to send inquiries to qfa@upa.qc.ca

Online Auction

Quebec 4-H has been holding an online auction annually since 2013. In the past auction items have included; locally grown produce, crafts handmade by members, hockey tickets, passes to attractions and activities on and off the island of Montreal, gift certificates to local businesses, and much more.

Funds raised assist with 4-H programming at club and provincial levels. Clubs participating in the auction receive %50 of the sales total generated from items donated via their membership. Additionally %50 of the proceeds from passes to agricultural fairs will be directed to their local clubs. The Quebec 4-H Association administers the fundraiser including payment of expenses.

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