To: All Valencia County 4-H Clubs  
From: Vera Gibson, Extension 4-H Agent  
Re: Club Fundraisers  

All clubs in Valencia County wishing to conduct a Club Fundraiser must complete a Club Fundraiser Application prior to starting the fundraiser. The New Mexico 4-H Policy & Procedure Handbook requires that all 4-H fundraisers meet the following guidelines:

- Fundraising or property acquisition must have a specific 4-H purpose.
- Local authorities must be consulted regarding any regulations of government fundraising and all steps will be taken to comply.
- The County Extension Agent responsible for 4-H must be consulted before starting a fundraising project which includes but is not limited to grants and sponsorships.
- Money should be raised only for the current project year so that those who raise the funds will benefit from the funds or realize the goal involved.
- Any product that is being sold by a 4-H organization should be determined to be of reasonably good quality and should represent the organization well.

All applications must be submitted to the 4-H Agent two (2) weeks prior to the estimated start date of the fundraiser and must receive approval before beginning. In your Fundraiser description, please provide all details of the fundraiser including who may be helping, any outside companies involved, where the fundraiser is taking place, etc. A Fundraiser Report is due to the Extension Office within two (2) weeks of completion of the fundraiser.