Fundraiser Worksheet

Name of fundraiser _____

Purpose for fundraiser _____

Coordinator _____ Amount to be raised _____

Product to be sold _____ Taxable _____ Tax-exempt _____

Door-to-door _____At a fixed location (WHERE)_____

Product to be purchased from: Name _____

Address _____

Phone number_____ Web site_____

Amount to be ordered _____ Unit price _____

Date product to be delivered to club _____

Person accepting delivery or picking up the product:Name _____

Address _____Phone number_____

Date of sale:
begin date _____ end date _____ Date product to be delivered to customer _____

Excess product to be returned to Coordinator no later than _____

Excess product to be returned to the company no later than _____

Deadlines for:

Completed 4-H Fundraising Request Form _____

Temporary sales tax license _____

Orders _____

Promotion of fundraiser _____
(chair) _____

Training members to sell product _____
(chair)_____

Collecting payment from customers _____

Club members turning in sales proceeds _____

Paying company through: Prepayment _____
COD_____ Delayed payment _____