



## 4-H Fundraising Service Description

### Purpose

Help identify, plan, implement, and evaluate one or more 4-H fund raising activities for the county 4-H program.

**Term of Appointment:** One year term, renewable upon agreement of volunteer and County 4-H Educator. This agreement may be terminated at any time by either party, regardless of reason. Such termination shall be by written notice to the other party and, unless otherwise specified in the notice, shall be effective immediately upon receipt.

**Time Required:** Approximately 3 to 5 hours monthly except during major fund raising campaigns which could take up to 50 hours per fund raiser, depending upon the type of fundraising activity.

**Accountability:** To work with supervision and direction from the County Extension staff and the County Advisory Council to help identify and develop funding sources. Responsibilities are limited to the scope of the duties defined in this service description. You are accountable to Extension staff. Responsibilities are limited to the scope of the duties defined in this service description. The goals as agreed upon are met as shown by:

- The number of people contacted and the funds raised, identification of potential donors
- The satisfaction of those involved in the fundraising efforts.

### Responsibilities

- Follow all guidelines and policies of University of New Hampshire Cooperative Extension (UNHCE) 4-H Youth Development and the county program and conduct activities in a safe and healthy manner.
- Maintain the standards for the 4-H Youth Development Program by conducting oneself in a responsible manner.
- Serve as a positive role model and willingly share knowledge and involve youth and adults in the program.
- Follow all guidelines and policies of the Internal Revenue Service as it relates to non-profits.
- Maintain close contact with the Extension staff member and any of their designees.
- Willingly share knowledge and involve youth and adults in program.
- Participate in appropriate training in order to keep up to date in 4-H programs.
- Maintain sensitivity to the individual differences of 4-H members/families such as differences in abilities, personal needs, personal beliefs and family support.
- Identify risks and follow risk management procedures as identified by UNHCE.
- Be familiar with policies and adhere to proper use of the 4-H emblem.
- Welcome all youth, their families and other volunteers to participate in the program, regardless of race, color, religion, sex, national origin, age, veteran's status, gender

identity or expression, sexual orientation, marital status, or disability and never discriminate on the basis of any of those attributes.

### **Specific Tasks**

- Collaborate with 4-H educator and volunteers to identify budget needs and existing fund raising efforts.
- Serve as a liaison between staff and key community and business leaders to identify funding sources.
- Develop a timeline and budget for a fund raising campaign.
- Develop effective communication methods to network with volunteers, members and families and get them actively participating in the campaign.
- Recruit volunteers and youth for the fundraising effort.
- Promote the upcoming fund raising events.
- Provide accurate documentation of outgoing and incoming funds.
- Ensure recognition is provided for volunteers and supporters at the conclusion of the effort.
- Update and review with county 4-H Educator within 3 months of end of fiscal year.
- Maintain and submit necessary reports in a timely manner including record of volunteer hours and duties performed, the number of people contacted and the number of people recruited, donor lists and financial reports.

### **Qualifications**

- A sincere interest in working with other volunteers and professional staff in an educational setting and a willingness to become familiar with and work within the philosophy and guidelines of the University of NH Cooperative Extension and the NH and county 4-H program
- Be able to work with minimal supervision but openly communicate with professional staff
- The ability to motivate youth and adults to assume leadership positions
- The ability to work tactfully and communicate effectively in verbal and written forms
- The ability to organize information and materials and delegate responsibility
- The ability to accept and follow through with responsibilities
- Willingness to contact businesses, organizations and agencies
- Must have successfully completed the 4-H enrollment process
- Belief in the importance of youth development and the need to provide young people with out of school learning opportunities, quality and caring leaders; enthusiasm for 4-H and an interest in promoting the 4-H Program
- Knowledge of, or a willingness to learn about, UNHCE and the 4-H Program, and volunteer opportunities.

### **Resources available**

- Orientation, training and support from county UNHCE office and other volunteers
- 4-H support materials, 4-H Alumni lists, operating expenses from county 4-H treasury.
- Access to database and financial management and technology support.

**Benefits**

- Opportunity to learn, practice and improve personal skills.
- Personal satisfaction of providing an important service to and recognition from the community.
- Affiliation with UNH and interaction with professionals in the field.
- Expenses incurred and miles driven are tax deductible for volunteer service to Extension.
- Liability protection for volunteer service to Extension under RSA 508:17 (see below).

**UNH Cooperative Extension agrees to:**

- Provide appropriate training opportunities
- Provide appropriate access to Extension property and resource materials including risk management guidelines
- Have professional staff available for consulting with on a one to one basis
- Provide opportunities for UNHCE staff to listen to middle manager's ideas
- Provide appropriate supervision, evaluation, and recognition.

[NOTE: Attach this service description to the signed 4-H Volunteer Agreement Form.]

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