

Clerical Event Support Communications for Volunteers

We are here to help but with many projects and events happening within our office, it is important the following forms be provided by requested dates to allow time for processing.

The Clerical Staff will provide:

+ Facility Insurance Agreements

- Volunteer Host Club is responsible for submitting the Facility request Form (FUR) to the CES to request a facility. Clerical will process agreements and insurance coverage. See **form (F1)** for details. **FUR available online:** [Form F1-](#)
- submit unsigned contracts and Facility Use Request (F1) to CES by:
 - NEW facility contracts: **1 month** prior to advertising event
 - Existing contracts: **2 weeks** prior to advertising event

+ Website Calendar Page

- Submit Event Details (F2) **1 week before you want it posted.**
- Registration Survey on-line: submit Survey Questions (F4) **2 weeks** before you want it posted

+ Copies of flyers and/or handouts (you provide the masters or information for formatting)

- Flyers and basic handouts provide minimum **2 weeks** prior to need, for approval by CES.
- Training packets and binders with multiple pages requiring printing and assembling **2-3 weeks** prior to need.

+ Event Materials

- Submit material list to CES 1 month in advance of event for planning.
- See form F5 for details and due dates to submit materials for processing.

+ Expense Processing

- Submit receipts with appropriate documentation (**PC 4-H Check Request Form**) to CES within **1 week** of event.

If you are anticipating a donation or planning on doing a fundraiser as part of the event, please see the information below and use applicable forms in the packet– (Forms are also available on line on the Placer County 4-Hwebsite)

+ Donation Processing

- Donations into UC accounts (Master Gardeners, Nutrition programs and some 4-H programs) require a Donor Letter with the donation. You are responsible for obtaining a **Donor Letter before submitting** to clerical staff for deposit. (This does not apply to fundraising: exchange of goods for funds)
- 4-H Fundraising or soliciting donations requires approval from the 4-H Advisor and County Director BEFORE soliciting funds. Submit Form 8.7 to the Advisor and a copy of signed document to clerical so we are aware.
- Clerical will prepare and send Donation acknowledgement letters and provide you with a list of donors.



FACILITIES USE REQUEST (F1)

4-H Club or County Event

Allow a minimum of 10 to 14 days for processing of additional dates and times for existing insurance agreements. -- New agreements may take longer

Event Title: _____

Event Date: _____ Event Start Time: _____ Event End Time: _____

Club/Program name: _____ Event Contact Person: _____

E-mail _____ *Phone: _____

*Do you want it published for event contact? Yes No

Facility Information

Some information has changed, please read!

Contact the facility you wish to use, set dates, determine cost and if they will require a Certificate of Insurance. Some facility may require a contract or an application to submit.

DO NOT SIGN CONTRACTS or APPLICATIONS!

If either is required, the contract or application is with the University of California Cooperative Extension Placer Nevada (UCCE Placer Nevada). It must be reviewed and signed by the County Director. If you sign a contract or application you are personally responsible, not the University

Submit contract with this form. To the 4-H office

Facility Contract Information:

- The location does not require a contract or certificate of insurance.
- The location requires a contract, was mailed/faxed on (date) _____
- The location requires a certificate of insurance

Facility/Agency Name: _____

Physical Address: _____ City/Zip _____

Mailing Address (If different from physical): _____ City/Zip _____

Facility Contact Person name: _____

Facility Contact Phone: _____ Contact E-mail: _____

The following information is often required by the facility

Is event open to the public? _____ Will admission be charged? _____

Approximately how many adults are expected? _____ How many youth? _____

Room(s) Requested: (include kitchen if needed) _____

On-site equipment needed (chairs, tables, PA system, etc.): _____



Event Set-Up Time: _____ Event Departure Time: _____

Will the facility be setting equipment up? Yes No | If Yes, details: _____

Will you be serving food at the event? Yes No | If Yes, mark all that apply below:

Prepackaged Prepared in advance Prepared on site No Food

➤ If prepared on site, what are you serving: _____

Additional information about event

Registration/ Participation fee: _____

Will any fundraiser take place at this event? Yes No

- If yes, office approval is REQUIRED BEFORE advertising the event. Submit form 8.7 to the 4-H office.

Basic information: Activities, speakers, participants, topics, etc. (will be included in newsletter/website if applicable): _____

Is registration required: Yes No

- If Yes, when is it due and where should it be submitted: _____

If you provide the information, the 4-H Office can format the forms for you. Either way they will need to be submitted to the 4-H office for approval and required additions by the UCCE.

Do you want a registration form posted on the website for members to download? Yes No

For OFFICE Use ONLY

Account responsible for facility fees: _____
Submitted by: _____ Date: _____ Recv'd: _____

Web Calendar Event Details (F2)

Submit to CES **1 week** prior to posting on web

Event Title: _____

Event Date: _____ Day of the week: _____

Start Time: _____ End Time: _____

Location of Event (facility name): _____

Location Physical Address: _____ City: _____

Has FUR been submitted? _____ Event cannot be posted with location until FUR is final.

Event Contact Person: _____

Club/Group: _____

Contact Phone (_____) _____ e-mail _____

Cost to member: _____

Event information, the details you want on the website. Use back of form if more space is needed:

Is registration required? _____ Has a survey already been prepared: _____

If yes, E-mail to clerical for addition of UC required fields or submit Survey Questions (F4).

When are registrations due? _____ When should registration close?: _____

Submitted by: _____ Date: _____

Registration Survey (F4)

Submit to CES **2 weeks** prior to post, if you are not preparing the survey

Event Title: _____

Contact Person: _____ Contact Phone: _____

Required Survey Questions:

- First Name
- Last Name
- E-mail address

Additional Survey Options (select those you wish to included)

- 4-H Club
- 4-H Member Age
- Phone Number
- Affiliation
- County
- # of guests
- Food Allergies: _____
- Other: _____
- Credit Card payment accepted: _____ Account# _____

Submitted by: _____ Date: _____

Event Materials (F5)

Submit to CES **1 month** in advance of event for scheduling.
Materials can be submitted according to listed due date.

Event Title: _____

Contact Person: _____ Contact Phone: _____

Provided **4 working days** after close of survey or predetermined day before event: _____

- Excel spreadsheet with registration information
- Sign-in sheet provided
- Nametags
- Participation Certificates

Due date: _____

- Training packets and binders with multiple pages requiring printing and assembling: **submit 2-3 weeks prior to need.** Discuss in advance of assigning so clerical can prepare.
- Handout formatting: **submit 1 week prior to due date**
- Handout copies: **submit 1 week prior to due date**
- 4-H Event box
- Post-event surveys: **submit information 1 week prior to due date**
- Other: _____

Submitted by: _____ Date: _____



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4-H Youth Development Program
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ADDITIONAL FORMS:

If you are anticipating a donation or planning on doing a fundraiser as part of the event, please see the information below and use applicable forms in the next pages.

(Forms are also available on line on the Placer County 4-Hwebsite)

Donation :

You are responsible for obtaining a Donor Letter before submitting to clerical staff for deposit.

In-Kind gift donation or money donation.

Fundraiser :

4-H Fundraising or soliciting donations requires approval from the 4-H Advisor and County Director BEFORE soliciting funds. Submit Form 8.7 to the Advisor and a copy of signed document to clerical so we are aware.

Clerical will prepare and send Donation acknowledgment letters and provide you with a list of donors.



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In-Kind Gift Donor Receipt Placer County 4-H

Item: _____

Market Value: \$ _____

This donation is in support of _____ program of Placer County 4-H. I understand that this donation is tax deductible and will be handled through the Placer County 4-H Council. The Council will accept my donation with written documentation for my tax records.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Home): _____ (Work): _____

Signed: _____ Date: _____

The University of California is pleased to confirm that you received no goods or services for your contribution and that your gift is fully tax deductible. Please retain this letter as your receipt for tax purposes



University of California
Agriculture and Natural Resources

4-H Youth Development Program
Serving Placer County

Date: _____

Placer County 4-H
11477 E Avenue
Auburn, CA 95603

The enclosed check for \$_____ is a donation to support the _____ program of Placer County. I understand that this donation is tax deductible and will be handled through the Placer County 4-H Council. The Council will accept my donation with written documentation for my tax records.

My check is made payable to **Placer County 4-H.**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Home): _____ (Work): _____

Signed: _____

The University of California is pleased to confirm that you received no goods or services for your contribution and that your gift is fully tax deductible. Please retain this letter as your receipt for tax purposes

Form 8.7 – Fundraising Approval

All 4-H fundraising activities need prior approval from the county director. Return this form to your UCCE 4-H county office **prior to** the fundraising activity. Please attach additional pages as needed. You need to work with the 4-H YDP staff for any fundraiser that requires a Facility Use Agreement and Certificate of Insurance for the facility hosting the event.

Please type or print all information provided.

4-H Club Name:	Date:
Contact Person:	Phone:

PART A

Date for Activity:	Estimated Income: \$
Name and Address of Facility hosting the event (if applicable):	
If the fundraiser involves serving food, please list the name of the 4-H adult volunteer who will be participating at the event and who has received annual food safety training from 4-H YDP staff (please print):	
Outline the activity, including products to be sold or services to be rendered.	
Anticipated Use of Funds.	
Describe how the 4-H Name and Emblem will be used.	



PART B

Are you doing this fundraiser in support of outside groups or organizations? (check one)
 NO YES
If you checked yes, please answer the questions below:

What group or organization will this fundraiser benefit?

How will this fundraiser benefit the group or organization?

Please describe how you determined what the needs of the group or organization are.

What are you planning to do with the items or money collected in support this group or organization?

We confirm the accuracy of the information provided above.

_____	_____	_____
Club President (print name)	Signature	Date
_____	_____	_____
4-H Adult Volunteer (print name)	Signature	Date
_____	_____	_____
4-H County Staff (print name)	Signature	Date
_____	_____	_____
County Director or designee* (print name)	Signature	Date

