



Green County 4-H Donation Solicitation Request Form

This form is for 4-H committees or groups requesting funding through Monetary or In-Kind donations in the name of Green County 4-H. The Donation Solicitation Request form must be submitted to the Green County UW-Extension Office for approval by the 4-H Educator and Green County 4-H Adult Leaders Association before transactions are made.

The Green County UW-Extension office will provide a template letter that needs to be used when soliciting donations.

All 4-H committees must submit a list of businesses and individuals who were approached for a donation, documenting who did and did not agree to make a donation. This list should also document if any business or individual requested not being contacted in the future.

Within 2 months of the donation solicitation, the committee is responsible for:

- Submitting the solicitation list to the Green County UW-Extension office
- [Acknowledging the charitable donation](#) through a written card/letter, following the WI 4-H guidelines.

Committee Name:	
Leader:	Phone:
Address:	E-mail:
If a Youth Leader is requesting a donation, the signature of their Adult Leader is required here.	

Name or Type of Business(es):

Please explain the purpose/need of the donation:

Please explain how the committee/group plans to conduct the solicitations.

(4-H Youth Development Educator use only)

Date Submitted: ____/____/____ Current Committee Budget: _____

Request: **Accepted:** _____ **Rejected:** _____ **Why?** _____

Template letter sent to committee? Yes _____ No _____ Date: _____

Solicitation list received from committee? Yes _____ No _____ Date: _____

Donation acknowledgement sent by committee? Yes _____ No _____ Date: _____