4-H Fundraising Volunteer Description

The 4-H Youth Development Program provides educational programming for youth ages 5 – 19 in a variety of settings. The 4-H Program Volunteer is an unpaid position that will work directly with the 4-H Youth Development Agent of York County. Volunteers can gain experience working in classrooms, afterschool programs, and other types of educational settings. Volunteers will interact with, teachers, donors, and youth in their endeavors and will become familiar with youth program structure and management. **Includes nutrition/fitness, science/technology, environmental, agricultural, and life skills teaching opportunities.**

**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 40 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 Clemson University Cooperative Extension Service (CUCES) 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 CUCES.
- Be familiar with policies and adhere to proper use of the 4-H emblem.
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 monthly and weekly within the month of June (ending 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 Clemson University Cooperative Extension Service and the CU 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, CUCES and the 4-H Program, and volunteer opportunities.

Resources available

- Orientation, training and support from county CUCES office and other volunteers
- 4-H support materials, 4-H Alumni lists, operating expenses from county 4-H treasury, CU Grant Support Services Training
- 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 CUCES 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 *limited

CU 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 CUCES staff to listen to middle manager’s ideas.
- Provide appropriate supervision, evaluation, and recognition.