



4-H PEI Policy on the Responsible Spending and Solicitation of Donor Funds

Effective: September 2025

Purpose:

To ensure transparent, accountable, and responsible spending and solicitation of donor funds in support of 4-H PEI programs and activities, in accordance with donor intent and organizational values.

Scope:

This policy applies to all requests for solicitation from corporate sponsors and expenditures made using donor funds for 4-H PEI events, programs, and activities.

Policy Statement:

4-H PEI is committed to managing donor funds with the highest level of stewardship and accountability. Donor funds are to be used solely for expenses directly related to 4-H programming and member participation.

Guidelines for Solicitation of Donor Funds:

1. Pre-Approval for Soliciting Corporate Sponsors

To ensure a coordinated and respectful approach to fundraising, any solicitation of corporate sponsors - whether financial or in-kind - must receive prior approval from the 4-H PEI Office via the Administrative Director. This applies to all clubs, regions, committees, or individuals representing 4-H PEI in any capacity. This process is intended to:

- Prevent repeated or conflicting requests to the same sponsors,
- Maintain strong and positive relationships with corporate donors,
- Ensure alignment with 4-H PEI's sponsorship standards and donor recognition practices.

A request for approval must include the sponsor being approached, the nature and purpose of the solicitation, and any intended donor recognition or benefits.

2. Individual or Local Fundraising

While local fundraising efforts are encouraged to support club or regional initiatives, these activities must align with 4-H PEI values and must not conflict with existing provincial sponsorship agreements. If there is any uncertainty, the 4-H PEI Administrative Director should be consulted in advance.

3. **Transparency in Fundraising Communications**

All solicitation materials, including letters, emails, and public appeals, must accurately represent the purpose of the fundraising effort and include appropriate 4-H PEI branding and messaging. Template letters or messaging support may be provided by the 4-H PEI Office upon request.

Guidelines for Spending Donor Funds:

1. **Direct Program Expenses:**

Donor funds may be used to cover costs directly related to 4-H event participation, including registration fees, transportation, accommodation, meals, and other essential program costs.

2. **Additional Personal Activities:**

When members choose to participate in additional personal activities beyond the core 4-H event schedule, the following limitations apply:

- Donor funds will cover **one additional day** (including one night hotel stay) beyond the official event dates.
- Donor funds will cover up to **\$125** per member for the activity fee associated with these additional personal activities.

3. **Member Responsibility for Extra Costs:**

Any expenses exceeding the limits outlined above for additional personal activities will be the responsibility of the member. This includes extra nights of accommodation, additional activity fees beyond \$125, meals, transportation, or other related costs.

4. **Management of Excess Funds:**

In cases where funds raised exceed the costs required for an activity, the following applies:

- Excess funds will be retained by 4-H PEI and maintained for future activities of the same nature to support ongoing member participation.
- A portion of the excess funds may be allocated to skill development opportunities related to the activity area, providing members with enhanced learning experiences and resources.

5. **Approval and Documentation:**

All expenditures of donor funds must be pre-approved by the 4-H PEI designated authority. Proper receipts and documentation must be submitted for reimbursement or payment where applicable.

6. **Financial Reporting:**

Use of donor funds will be recorded and reported in financial statements, ensuring transparency and accountability.

Concerns and Reporting:

If any member, leader, parent, or other stakeholder has concerns regarding the possible misuse or inappropriate spending or solicitation of donor funds, they are encouraged to contact the 4-H PEI Office or the 4-H PEI Board of Directors promptly to ensure issues are addressed in a timely and transparent manner.

Enforcement:

Failure to adhere to this policy may result in withholding of funds or other disciplinary actions as deemed appropriate by the 4-H PEI Board of Directors.

Authorized By: 4-H PEI Board of Directors – September 15th, 2025