

University of Vermont and State Agricultural College 4-H Program, Inc.

*DBA (doing business as)*

## UVM Extension Community Partners



### Treasurer's Handbook & Financial Policies

*Revised January 15, 2025*



Name of Chapter/Club \_\_\_\_\_

County \_\_\_\_\_

Treasurer \_\_\_\_\_

Fiscal Year \_\_\_\_\_

### Contents

About the UVM Extension Community Partners .....	2
Fiscal Guidelines.....	2
Annual Budget Template .....	7
Ledger Sheet .....	8
UVM Extension Community Partners Financial Account Reporting Form .....	9
4-H GIFT FORM .....	10
EMG Gift Form.....	11
4-H Donor Acknowledgement Letter Template .....	12
EMG Donor Acknowledgement Letter Template.....	13
AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT .....	14

# About the UVM Extension Community Partners

## Organizational Structure

*The University of Vermont (UVM) Extension Community Partners* is a charitable organization as defined by IRS Code 501(c)(3) that has been established to support financial activities of UVM Extension 4-H Clubs and Foundations, UVM Extension Master Gardener Chapters, and other Extension entities as assigned. It is considered a nonprofit affiliate of the University of Vermont. As such, it has been incorporated exclusively for the charitable and educational purposes of integrating higher education, research and outreach to help Vermonters put knowledge to work in their families and homes, farms and businesses, towns, and the natural environment through quality programming. Therefore, all 4-H Clubs, Master Gardener Chapters and other authorized users must adhere to the fiscal guidelines provided in this handbook that support the documentation of the source of monies raised and how it is disbursed.

The organization operates with a Board of Directors composed of the University of Vermont controller, UVM Extension director, 4-H director, and Master Gardener director. The Board oversees the activities of the UVM Extension Community Partners to ensure that fiscal policies and procedures are being executed correctly according to IRS standards. UVM Extension staff (currently Corinne Cooper located in the Berlin Extension office and Anna Levine) assist the Board in collecting Club/Chapter financial reports and developing annual reports for the University and IRS.

For the purposes of this document, the University of Vermont and State Agricultural College 4-H Program, Inc., doing business as UVM Extension Community Partners, will be referred to as the “Corporation.”

## Treasurers Using this Handbook

For the purposes of this document, 4-H Clubs and Foundations, Extension Master Gardener Chapters, and other authorized groups operating under the UVM Extension Community Partners will be referred to as “Club/Chapters” in this handbook. Each Club/Chapter is expected to have an adult treasurer (that mentors a youth treasurer if applicable) who must follow the Handbook’s policies and procedures as follows.

Treasurers operating within the corporation may choose to raise money for their educational and recreational goals through fundraising or dues. **A treasury is required if funds are raised and maintained for Club/Chapter use.** Funds are expected to support the financial needs of the total Club/Chapter consistent with Extension’s program goals for Clubs/Chapters. When appropriate, the Club/Chapter assists with participant costs (i.e., scholarships) in local, regional, state, national, and international programs. Fundraising should be done for the good of the total Club/Chapter, be used for support of educational programs, and should be consistent with UVM Extension fundraising policies.<sup>1</sup> **Contact your UVM Extension Point of Contact to open and maintain an account; this will allow us to assist with questions and ensure proper financial oversight and tax obligations.**

## Fiscal Guidelines

1. Every 4-H Club, Extension Master Gardener Chapter, and other authorized group operating under the UVM Extension Community Partners is required to use the Corporation’s Employer Identification Number (EIN), which is **30-0895381**.
2. The Corporation’s fiscal year is October 1 through September 30.

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<sup>1</sup> <https://www.uvm.edu/extension/youth/leader-resources>

3. A Club/Chapter may open a non-profit banking account at any FDIC or NCUA-insured bank or credit union. If the bank allows, use the Club/Chapter name (include UVM Extension 4-H, UVM Extension Master Gardener, etc. in the name). If the bank will not open the account in the Club's/Chapter's name, you may use the "UVM Extension Community Partners" name or pay for a tradename certificate from the [Secretary of State's website](#). A tradename is a legal tool that allows you to use another name that is not specifically identified with the EIN, such as a specific club, foundation or chapter and one that the banks will be obligated to accept. The use of checking accounts are preferred since they provide the ability to write checks. However, any type of account is allowed, including money market and CD accounts. The use of Certificates of Deposit commitments for Clubs/Chapters must be limited to nine months or less in term. 4-H Foundations and committees may pursue longer term commitments—please reach out to your Extension point of contact for more information before establishing this type of account. Investments in securities (stocks and bonds) are not allowed under Vermont law.
4. Every Club/Chapter should have at least two adult leaders' names on the bank account. For 4-H Clubs, ideally the youth treasurer's name is also on the account at the bank (with neither adult leader being the parent of the treasurer). Youth treasurer positions are not expected nor required for 4-H Foundations or committees. UVM staff signatures shall be allowed to appear on bank accounts with notification to the Community Partners Board.
5. Clubs/Chapters or groups projected to have a balance of \$10,000 or more during the year must submit quarterly reports. Clubs/Chapters or groups with less than a \$10,000 balance must submit semi-annual reports. Treasurers must use the reporting form found in this Handbook or the online form at: [https://qualtrics.uvm.edu/jfe/form/SV\\_3kocSO9NnRQZD1z](https://qualtrics.uvm.edu/jfe/form/SV_3kocSO9NnRQZD1z). Please send hard copies of reporting forms to: *University of Vermont Extension, 327 U.S. Rte. 302, Suite 1, Berlin, VT 05641*.
6. The Club/Chapter treasurer must use the ledger in this Handbook or another form of ledger to show cash received, where the money came from and payments made, complete with check number, date, and purpose. If the group does not have a checking account but has a savings account, checks or money orders should be purchased from a bank or credit union. Copies of these checks or money orders are to be recorded and maintained for a period of 7 years in case of an audit.
7. Any payment should be in response to a formal written bill, receipt or invoice. The itemized invoice, clearly stating what was billed, with the check number and date of the check written on it will become a permanent part of the records for the treasurer's protection. Copies of these checks are to be recorded and maintained. Should a payment be made to an individual as reimbursement without a receipt, the missing receipt form included in this Handbook must be used as documentation.
8. Proper fiscal management requires Clubs/Chapters and other groups to prepare a budget for the year. A budget template is provided in this Handbook. A completed budget is due by December 1 – it should be emailed to [corinne.cooper@uvm.edu](mailto:corinne.cooper@uvm.edu) or sent to *University of Vermont Extension, 327 U.S. Rte. 302, Suite 1, Berlin, VT 05641*.
9. A budget is a written plan for raising and spending money for a set period of time, most reasonably the fiscal year. Each item that is to be purchased needs to be presented to the members for approval before payment. Since a budget is approved by the members of the Club/Chapter, it is not necessary to seek approval for payment of items already listed in the budget. A budget accomplishes two things. First, all expenditures of the Club/Chapter funds are made with the full approval of the Club/Chapter. Second, this is a great way for the Club/Chapters members to learn how money flows in and out of an organization.

- 10.** Club/Chapter funds are meant to pay for immediate and short-term financial needs of Club/Chapter activities aligned specifically with the goals of 4-H and Extension Master Gardener programs. No more than 50% of the planned annual budget should be carried forward into the following fiscal year. If more than 50% carryforward is planned, a written justification for this action must be submitted to the 4-H or Master Gardener director for approval. Examples of when large carryforwards may be appropriate are when saving for trips, saving for sponsoring events, etc. It is understood that 4-H Foundations may consistently have a 50% carryforward but should show active spending in support of 4-H activities.
- 11.** All money received should be acknowledged with a pre-numbered written receipt. The receipt should include the source of the funds, the date, and the name of the person making the payments. Cash donations must be receipted. In cases of car washes, bake/plant sales, etc. of amounts less than \$25 where no reasonable expectation of a receipt exists, one deposit receipt will suffice. Individuals who pay equal to or greater than \$25 must receive receipts. These receipts form the back-up documentation for any bank deposits made. The receipts should also become a permanent part of the Club/Chapter records. Receipt books in duplicate (minimum) should be used for this purpose.
- 12.** Checks written to Clubs/Chapters must be made payable to the name on your bank account. No checks may be deposited that are made out to an individual Club/Chapter leader or volunteer's name.
- 13.** All monthly bank statements, receipts, canceled checks, checkbooks, savings account books and other financial records must be turned into your Extension point of contact upon their request. The state 4-H director, Extension Master Gardener director or Extension staff working on behalf of these programs or the UVM Extension Community Partners may request periodic financial reviews at times other than those regularly scheduled of Club/Chapter or group records.
- 14.** All Clubs/Chapters and groups must submit Financial Reports to the Berlin Extension office for review, even if there is no bank account. This includes an Annual Report – please use the reporting form found in this Handbook or the online form at: [https://qualtrics.uvm.edu/jfe/form/SV\\_3kocSO9NnRQZD1z](https://qualtrics.uvm.edu/jfe/form/SV_3kocSO9NnRQZD1z). The annual financial report must be submitted by no later than November 15. Clubs/Chapters that do not have a treasury or handle any money need to mark zeroes on the Annual Summary Financial Report, sign, and return it to the Berlin Extension office by November 15 as well.
- 15.** All fundraising activities, including grants and gifts expected to raise \$1,000 or more, are required to receive prior approval from their UVM Extension staff point of contact. Fundraising should not be the focus of Club/Chapter group activities, nor should they exclude any individual from participation. All money raised using the UVM Extension Community Partner, 4-H, Extension, Master Gardener and/or Extension name must be used only for 4-H or Master Gardener activities. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means that money may not be given out to individual Club/Chapter members or others, unless for educational or scholarship purposes. Funds should only be used to pay for 4-H or approved Master Gardener project expenses like educational programs, Club/Chapter activities, 4-H or Master Gardener workshops, scholarships and Club/Chapter supplies.
- 16.** Individuals may not raise funds in the name of 4-H, Master Gardener or other Extension programs for personal benefit rather than program benefit. Personal fundraising through online platforms like GoFundMe, door-to-door solicitations, raffles and more, are not only a violation of the use of the 4-H/ Master Gardener Name and Emblem, but also of the Internal Revenue Service (IRS) laws related to tax-exemption. The most obvious possible legal implication of such violations is the potential loss of the tax-exempt status for an individual Club/Chapter as well as for the entire UVM Extension Community Partners entity. A consequence of violating fundraising expectations may be the revocation of the use of

the 4-H or Master Gardener Name and Emblem. Clubs/Chapters, committees and foundations may support their members by setting up activities, including online fundraising or accepting the dollars and then, offering scholarships or other financial support for members' participation in activities.

17. Clubs/Chapters, foundations, and committees are permitted to conduct fundraising online by utilizing “crowdfunding” or “crowdsourcing” websites if all money raised follows current policies and best practices. Such fundraising programs and use of the 4-H/Master Gardener Name and Emblem on or associated with, products, and services for such purposes must have the prior approval of your UVM Extension point of contact. All funds must be used for educational purposes and may not be raised to benefit one particular person. For example, a Club/Chapter may not raise dollars to support one member’s project expenses. However, funds may be raised to offset the cost of all members’ project expenses by being shared or purchased in bulk for all members. A Club/Chapter may also raise funds to cover expenses related to field trips or registration fees tied to 4-H or Master Gardener educational activities. Funds raised via a crowdfunding platform must be treated as other gift or sponsorship income with proper receipting and acknowledgement as outlined in this handbook. Please contact the 4-H or Master Gardener director in advance of conducting crowdfunding to ensure the funds are applied to the appropriate accounts.
18. Non-cash donations to clubs/chapters (for example, consumable donations of supplies or miscellaneous items) should be acknowledged in writing to the donor. A copy of the acknowledgment must be kept in the club/chapters treasurer's records. Non-consumable donations should be accepted only if the Club/Chapter is prepared to accept the responsibilities of ownership including care, maintenance and insurance. Clubs/Chapters **cannot** own animals, land, or vehicles. Instead, 4-H, Master Gardener and other Extension volunteers may own animals or vehicles—they are the tax responsibility of the individual volunteer. 4-H volunteers can find more information in the 4-H policy book online. Master Gardener volunteers should reach out to the program director.
19. Written acknowledgment of all cash and non-cash donations should be sent to the donor using the template in this Handbook and a copy must be kept in the Club/Chapter treasurer's records. Donors cannot specify an individual recipient of cash or non-cash donations. Clubs/Chapters should not feel compelled to accept non-cash gifts. Your Extension staff point of contact should be contacted whenever the Club/Chapter has questions about the appropriate action with respect to accepting and managing any donation.
20. What is the difference between a sponsorship and a gift? It comes down to advertising. If the sponsor is getting some sort of advertising for a service they provide, then the dollars are treated as ordinary income. If, however, the sponsor is being listed generally (not specifically advertising its goods or services), then we treat the revenue as a gift (see #17 for directions on gifts/donations).
21. The UVM Extension Community Partners Corporation has its own sales tax exemption certificate. Purchases made with funds from your Club/Chapter, committee or foundation account should be tax-free. Use this document for proof. Contact your Extension point of contact to receive the certificate.
22. Any Club/Chapter, foundation or committee that disbands with money left in its account must turn over those funds to the UVM Extension Community Partners – please work with your Extension staff point of contact. All property belonging to the Club/Chapter or group shall be disbursed in the same manner. Club/Chapters members *may request that the money be used for a specific program within the Club/Chapter, county or state*. This request will be acted upon by the Extension staff responsible for the 4-H, Master Gardener or other Extension programs at the time the Club/Chapter is dissolved. If a Club/Chapter divides itself, creating more than one recognized and properly registered Club/Chapter, the

funds from the original Club/Chapter shall be disbursed, based proportionally on membership, in each Club/Chapter.

**23.** The 4-H or Master Gardener director, and/or UVM Extension staff person responsible for 4-H Youth, Master Gardener or other Extension programs have the responsibility to accept and investigate, in consultation with the UVM Extension Community Partners Board of Trustees, the disbursement of funds by any Club/Chapter if a complaint is made by 4-H Club volunteers, Master Gardener Chapter volunteers, or Extension club members or parents. Issues of this nature can be avoided by following these guidelines. It is the discretion of the Board of Trustees to decide action related to the outcome of any fiscal investigation. Concerns raised are settled quickly if Clubs/Chapters have kept their books up to-date and have followed this Handbook's fiscal guidelines.

**24. 4-H SHOOTING SPORTS** -- Only certified 4-H Shooting Sports volunteers may purchase the following AFTER approval is granted by the 4-H Shooting Sports Coordinator: Rifles, Handguns, Muzzleloaders and Shotguns. The request form can be found at:

[https://www.uvm.edu/sites/default/files/4-H-and-Youth/22-Shooting\\_Sports\\_Purchase\\_Form\\_Fillable.pdf](https://www.uvm.edu/sites/default/files/4-H-and-Youth/22-Shooting_Sports_Purchase_Form_Fillable.pdf)

Other supplies, such as ammunition, knives, hatchets, axes, pellets, bb's, CO2 cartridges/tanks, air pistols and air rifles, bows, arrows, black powder, primers, lead balls, or bullets for muzzleloaders, may be purchased without permission by Clubs/Chapters if these purchases are required for educational activities. It is especially important that receipts are kept along with a brief explanation linked to a programming need and storage, as back up, should it be requested.

**In addition to the financial guidelines listed above, the treasurer/volunteer leader:**

1. Shall keep an accurate record of:
  - a. All money received and its source.
  - b. All money paid out and for what purpose.
2. Shall pay money out of the treasury only as voted by the Club/Chapter with the approval of the leader.
3. Shall report at each meeting the amount received and the bills paid since the last meeting, and the balance in the treasury.
4. Must be ready to give itemized account of funds at any time on request of volunteers, members or leaders.
5. Must have the treasurer's report approved by the Club/Chapter before submitting.
6. Shall be responsible for the Club/Chapter funds until a successor is elected.

# Annual Budget Template

Chapter/Club or Group Name: \_\_\_\_\_  
Annual Budget for October 1 \_\_\_\_\_ (Year) to September 30 \_\_\_\_\_ (Year)  
Approved By Chapter/Club Members: \_\_\_\_\_ (Date)  
Submitted by December 1 each year

**Income**  
List all Club/Chapter/Group events and activities project activities that the chapter/club supports and all fundraising events, including community service, recreation, educational events, field trips, etc. Be sure to list all sources of income. Expand this table as needed.

EVENT or ACTIVITY	DATE	ESTIMATED INCOME	SOURCE FOR INCOME (Fund-raising, Member Dues, Donations/Grant, Investment Income, Income for Youth Development Services)	ACTUAL INCOME

TOTAL INCOME:      ESTIMATE \$ \_\_\_\_\_

**EXPENSES**  
Include equipment, rental fees, participant fees, supplies, refreshments, postage, bank fees, insurance costs, etc. Be sure to list all costs. Expand this table as needed.

EVENT or ACTIVITY	DATE	ESTIMATED COSTS	SOURCE FOR COST (Fund-raising, Dues, Educational Supplies, Participant Fee, Postage, etc.)	ACTUAL COST

TOTAL EXEPENSES      ESTIMATE \$ \_\_\_\_\_

**ESTIMATED SURPLUS OR SHORTFALL**  
Estimated Income - Estimated Expense = Surplus or Shortfall  
\$ \_\_\_\_\_ -- \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (surplus) OR \$ -- \_\_\_\_\_ (shortfall)

# Ledger Sheet

Name of Club/Chapter \_\_\_\_\_

Date	Transaction	Amount Out	✓	Amount In	Balance
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# UVM Extension Community Partners Financial Account Reporting Form

Or use [https://qualtrics.uvm.edu/jfe/form/SV\\_3kocSO9NnRQZD1z](https://qualtrics.uvm.edu/jfe/form/SV_3kocSO9NnRQZD1z)

Today's Date \_\_\_\_\_

\_\_\_\_\_  
Name of 4-H Club, Council, Foundation, or EMG Chapter

\_\_\_\_\_  
County

\_\_\_\_\_  
Name of Bank

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Name of Person Completing Report

## Period of Reporting:

If the starting annual balance of your club, committee or foundation is equal to or LESS than \$10,000 you must submit ONE semi-annual account statement and an annual report. Please select time period(s).

*Please submit a copy (PDF, image file, etc.) of the bank statement ending March 31<sup>st</sup> with your first half report, and a bank statement ending September 30<sup>th</sup> with your annual report.*

- ☐ First half report (October 1<sup>st</sup> to March 31<sup>st</sup>) – Due by the 3<sup>rd</sup> Friday of April  
☐ Annual (October 1<sup>st</sup> to September 30<sup>th</sup>) – Due by November 15<sup>th</sup>

If the starting annual balance of your club, committee or foundation is MORE than \$10,000, you must submit THREE quarterly reports and an annual report. Please select time period(s).

*Please submit a copy (PDF, image file, etc.) of the bank statement with your quarterly / annual report, i.e., bank statement ending Dec 31<sup>st</sup> with 1<sup>st</sup> quarter, Mar 31<sup>st</sup> with 2<sup>nd</sup> quarter, Jun 30<sup>th</sup> with 3<sup>rd</sup> quarter and Sep 30<sup>th</sup> with annual report.*

- ☐ First Quarter (October 1 to December 31) – Due by the 3<sup>rd</sup> Friday of January  
☐ Second Quarter (January 1 to March 31) – Due by the 3<sup>rd</sup> Friday of April  
☐ Third Quarter (April 1 to June 30) – Due by the 3<sup>rd</sup> Friday of July  
☐ Annual (October 1 to September 30) – Due by November 15<sup>th</sup>

**Beginning Balance** (should equal the ending balance of your last report)..... \$ \_\_\_\_\_

(For the Annual Report this should equal the ending balance of the last Annual Report)

Additional bank account if applicable (write N/A if none) \$ \_\_\_\_\_  
Additional bank account, if applicable (write N/A if none) \$ \_\_\_\_\_  
Petty Cash, if applicable (write N/A if none) \$ \_\_\_\_\_

## Revenue

1. Grant Revenue ..... \$ \_\_\_\_\_  
2. Gift Revenue..... \$ \_\_\_\_\_  
3. Interest Revenue ..... \$ \_\_\_\_\_  
4. All other revenue..... \$ \_\_\_\_\_  
Total Revenue..... \$ \_\_\_\_\_

## Expenses

1. Supplies and Services ..... \$ \_\_\_\_\_  
2. Scholarships/Prize winners - Please provide a list of who received the scholarship/prize  
(\$ for educational opportunities or people who won prizes via fundraisers), type of prize, their county, and amount, as this  
can trigger IRS reporting. \$ \_\_\_\_\_  
3. Bank fees \$ \_\_\_\_\_  
Total Expenses ..... \$ \_\_\_\_\_

**Ending Balance** ..... \$ \_\_\_\_\_

*Submit to: Corinne Cooper, 327 U.S. Rte. 302, Suite 1, Berlin, VT 05641 OR [corinne.cooper@uvm.edu](mailto:corinne.cooper@uvm.edu)*



## UVM and State Agricultural College 4-H Program, Inc.

140 Kennedy Dr, Ste 201, University of Vermont, S Burlington, Vermont 05403  
802-656-2990 or 800-571-0668 (toll free)

### 4-H GIFT FORM

I am/We are pleased to support the 4-H Program through a gift/pledge of \$\_\_\_\_\_ to the

\_\_\_\_\_  
Club/Committee/Foundation

#### GIFT

- ☐ My/Our gift is enclosed  
☐ I/We wish to make a gift of property: \_\_\_\_\_

#### GIFT DESIGNATION

- ☐ This gift is unrestricted and may be used where the need is greatest at the UVM 4-H Program.  
☐ Please designate this gift for this specific purpose:

Please have the State 4-H Director contact me about

- ☐ Naming scholarships or other opportunities.  
☐ Making a gift and receiving lifetime income.

#### CONTACT INFORMATION

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Business Title \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Phone \_\_\_\_\_

Spouse/Partner's Name \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Business Title \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Phone \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_  
Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your support of the University of Vermont and State Agricultural College 4-H Program*



The University of Vermont



THE UNIVERSITY OF VERMONT  
**EXTENSION**  
MASTER GARDENER

## EMG Gift Form

I am/We are pleased to support the UVM Extension Master Gardener Program through a gift/pledge of  
\$ \_\_\_\_\_ to the \_\_\_\_\_  
Chapter

### GIFT

- ☐ My/Our gift is enclosed  
☐ I/We wish to make a gift of property: \_\_\_\_\_

### GIFT DESIGNATION

- ☐ This gift is unrestricted and may be used where the need is greatest at the UVM Master Gardener Program.  
☐ Please designate this gift for this specific purpose:

Please have the State Master Gardener Coordinator contact me about

- ☐ Naming scholarships or other opportunities.  
☐ Making a gift and receiving lifetime income.

### CONTACT INFORMATION

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Business Title \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Phone \_\_\_\_\_

Spouse/Partner's Name \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Business Title \_\_\_\_\_  
Business Address \_\_\_\_\_  
Business Phone \_\_\_\_\_

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

*Thank you for your support of the University of Vermont Extension Master Gardener Program*

# 4-H Donor Acknowledgement Letter Template



The University of Vermont

Name

Address

City, State, Zip

Dear (Donor Name),

On behalf of the University of Vermont and State Agricultural College 4-H Program, Inc., and especially the youth and volunteers of the (name club or committee receiving donation), I thank you for your donation of (and list amount or property).

Each year, the UVM 4-H Program reaches over 6,000 Vermont youth, developing both life and job skills through a variety of positive youth development programming. Be it through a 4-H club, a short-term program or through a community partnership, and always in partnership with caring adults, 4-H youth are exploring, problem-solving, leading, communicating and building skills necessary to forge a path ahead in our global society.

Setting goals increases achievement. There are hundreds of studies that show how setting goals increases success rate in all sorts of settings (Latham & Lock, 2007). And we know that every year, over eighty percent of 4-H club participants set and reach their goals in projects of their choosing. Your donation helps to support the activities and instructional supplies that enable 4-H participants to reach their goals and develop both life and job skills along the way.

The University of Vermont and State Agricultural College 4-H Program, Inc., is a 501(c)3 non-profit organization (Federal I.D. #30-0895381). We recognize and acknowledge that no goods or services were or will be transferred to you in connection with this gift of (list amount here).

Please keep this written acknowledgement of your donation for your tax records.

If you have questions about this receipt, please contact us at 1-800-571-0668. Once again, thank you for your generous donation.

Sincerely,

(Club Leader/Youth Treasurer Name)

(Club Name)

# EMG Donor Acknowledgement Letter Template



Name

Address

City, State, Zip

Dear (Donor Name),

On behalf of the University of Vermont Extension Master Gardener Program, UVM Community Partners Inc., and especially the volunteers of the (name chapter, club or committee receiving donation), I thank you for your donation of (and list amount or property).

Each year, the UVM Extension Master Gardener Program reaches over 10,000 people in Vermont. Extension Master Gardener volunteers are helping reduce Vermonters' impact on the state's environment by teaching environmentally prudent home horticulture practices, encouraging homeowners to reduce their use of pesticides and helping youth and adults all over the state develop sustainable food growing skills. Your donation helps to support the activities and instructional supplies that enable Extension Master Gardeners to reach their goals and reach many people throughout Vermont along the way.

The University of Vermont and State Agricultural College, UVM Community Partners, Inc., is a 501(c)3 non-profit organization (Federal I.D. #30-0895381). We recognize and acknowledge that no goods or services were or will be transferred to you in connection with this gift of (list amount here).

Please keep this written acknowledgement of your donation for your tax records. If you have questions about this receipt, please contact us at

UVM Extension Master Gardener Program University of Vermont  
63 Carrigan Dr., Jeffords Hall - Room 206  
Burlington, Vermont 05405  
Tel: (802) 656-9562

Once again, thank you for your generous donation.

Sincerely,

(Chapter Chair/Chapter Treasurer Name)

CC: [EMG director]

UVM Extension Community Partners

# AFFIDAVIT OF LOST OR UNAVAILABLE RECEIPT

*For any purchase less than \$25, use this form when a receipt is missing.*

## RECEIPT INFORMATION

Date Paid: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Payee: (name of business, person, etc...) \_\_\_\_\_

Location: (address) \_\_\_\_\_

Description of Expense Incurred: (include purpose and name of all attendees)

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Statement of Reason for Not Having Receipt: (be as specific as possible)

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Form of Payment: (attach card/bank statements) Cash \_\_\_ Credit Card \_\_\_ Check \_\_\_

NOTE: One form must be completed for each missing receipt.

## CERTIFICATION

I certify that the receipt described above is not available nor obtainable and that due diligence has been done to obtain a duplicate prior to the submission of this form. I also certify that it is an authorized expense for Vermont 4-H Shooting Sports and that I have not previously requested, nor will I again request, reimbursement for this expense.

Date of Request: \_\_\_\_\_

Name of Person Seeking Reimbursement/Justifying Expenditure: (please print)

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Signature: \_\_\_\_\_

Form to be submitted to the treasurer of club, chapter, foundation, committee and kept in file.