

Fiscal Responsibilities

New Agent Training

05-11-2021

&

FEBPC 2021

05-21-2021



The Epic Fiscal Undertaking!!

Adventure is out there!

This excursion today is provided to you by your
4-H Business Services Specialists &
4-H Advancement Director

Let's find our way together!!

UF IFAS Extension
UNIVERSITY of FLORIDA



In addition to all your awesome State 4-H Leaders and Team You have 4H Business Services!!

Kathy Hartman, Business Manager

Works directly with the Associate Dean for 4-H Youth, Family & Communities in the financial management of Florida 4-H, including budget development and administration.

It takes many Gators!!



Janet Waters, Business Coordinator

Contracts, UF Group Exemption for Associations, Insurance, County Sales Tax, 1099's, 990's and Annual Year-End Reporting

Rachel Ngai, Administrative Coordinator

Budget Requests and Invoicing for Events

Rafael Romero, Accountant

Membership Fees, Check Processing, Insurance, TSC Paper Clover and JOANN Pay It Forward

Alex Smith, Fiscal Assistant

Assist with Membership Fees, Check Processing, Invoicing, Disbursement Request

Ticket System Link:

<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>

AND.....

You have UF/IFAS 4H Advancement!!

It takes many Gators!!



Caylin L. Hilton

Associate Director of Development

IFAS Annual Giving and Florida 4-H Development

UF/IFAS Advancement | UF/IFAS Extension Florida 4-H
Youth Development Program

University of Florida | Institute of Food & Agricultural
Sciences

florida4h.org | give.ifas.ufl.edu | McCarty D 1011

PO Box 110170 | Gainesville, FL 32611

cnewbern@ufl.edu | Direct: 352.392.5432

Main: 352.392.1975 | Mobile: 352.454.7073

**Subscribe to the Florida 4-H Alumni + Friends
Community**

Follow @Florida4H on Facebook, Instagram and Twitter

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As we begin our Fiscal Journey...

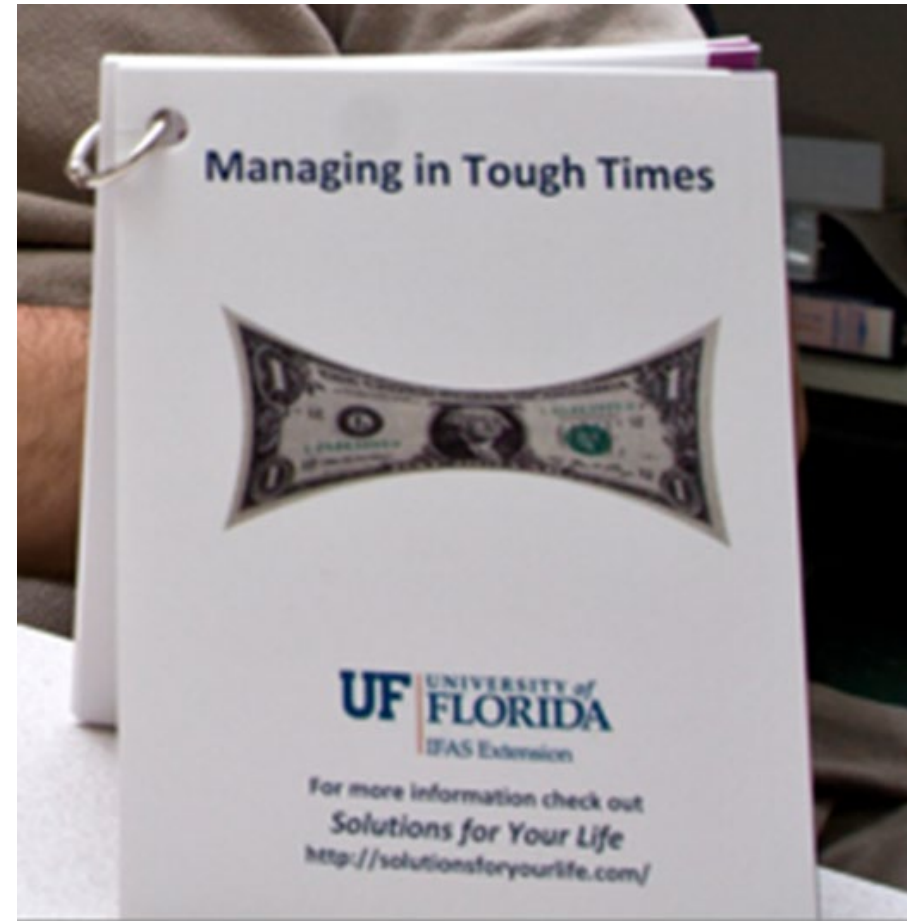
Off Coast of Florida Keys

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Copyright 2009 Reclamation Project



Have No Fear ...



Additional Communication – Ticket System

Business Services New Service Tool

Additional Resource

- Submission for a specific request or assistance with all things Business Services, includes Extension Admin and 4-H.

- ✓ Direct Web entry form available on website:

(Ref: <https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>)

- ✓ Emails will come from
“IFAS– Extension Business Services”

Please do not delete; This is not spam



The screenshot shows a web browser window with the URL <https://extadmin.ifas.ufl.edu/business-services/>. The page features a navigation menu with links to Awards and Recognitions, Careers, Office of Human Resources, Diversity and Inclusion, and Strategic Initiatives. A prominent blue button reads "For Assistance, Submit A Ticket Here". Below the menu is contact information for UF/IFAS Business Services, including the address (PO Box 110250, Gainesville, FL 32611-0250), phone number (352-392-1788), and email (IFAS-EBS@ifas.ufl.edu). To the right, there is an "ABOUT BUSINESS SERVICES" section and a "BUSINESS SERVICES MENU" with links to Meet the Team/Contact Us, International Activities, Fiscal, 4-H Youth, Families & Communities - Business Services, Sponsored Projects/Grants, Human Resources, and Contracts/MOUs/MOAs.

Additional Communication – Ticket System

Business Services New Service Tool (Cont.)

Additional Resource

- **Enter your UFID (Preferred Entry Choice)**
 - ✓ **NO UFID requires detailed input** →
- **Select Extension or 4-H**
- **Select appropriate fields from dropdown menus**
- **Use text field for any additional details**
- **Option to attach files**
- **Click Submit**



Contact Information

I do not know my UFID

First Name *

Last Name *

Email Address *

FOR ASSISTANCE, PLEASE SUBMIT A TICKET:

Contact Information

UFID *

I do not know my UFID

Service Area *

Please select... ▾

What do you need assistance with? *

Please select... ▾

Specific Issue *

Please select... ▾

Please describe your issue *

Upload documents

[Choose File](#) No file chosen

[Attach another document](#)

[Submit](#)

**Funds—Money—Where is it?
Where did it come from? Who did it?
Where does it go? What do I do with it?**



*Washington Oaks State Park
Palm Coast, Florida*

Funds – Money – Where is it? Where did it come from? Who did it? Where does it go? What do I do with it?

Receipt Books and Cash/Check Log

Receipt Books

- Receipts should be pre-numbered and include at least one carbon-copy page.
- The customer receives top copy.
- The receipt books should be retained as permanent records.

Cash/Check Activity Log

- Important to track **ALL** fund activity – manually or electronically
- (Ref: [Test Example 4-H Assoc Fund Log](#))

- Receipts/Logs should include:**
- ✓ Customer name
 - ✓ Date
 - ✓ Amount
 - ✓ Where the funds are to be deposited/what the funds are for
 - ✓ Signed by the receiver

4-H Association Funds Received Log

Date Rec'd	Fund Type		How were funds delivered/by whom?	Name on Check	Check Number	Date on Check	Amount	Purpose	Receipt Issued? (Yes-Recpt #)	Print Name/Initials of Receiver	Where was Check/Cash forwarded?	When Deposit Prepared? By w/ Initials	When Bank Deposited? By w/ Initials
	Cash	Check											

IMPORTANT: Date/Initial when the deposit was prepared and when the deposit was delivered to the bank.



JEOPARDY!

UF IFAS Extension – Business Services & 4-H Business Services

Let's Have Some Fun Testing Your Fiscal Knowledge

4-H FISCAL (POLL)



These funds include 4H Membership Fees and may be accessed by making purchases with your UF Pcard or paying via invoices. These funds must be used for county 4-H programs and/or hiring new 4-H employees

1. What is my independent local 4-H Association bank account?
2. What is this?
3. What is my local county Cash Fund 182 held within the University of Florida's People Soft System?
4. What, I can really use this for 4-H?



4-H FISCAL (POLL)



These funds are donated to support County Extension (4H) with very specific procedures when making deposits. These funds can be used very similar to 182 funds, except when the donor specifies restrictions.

1. What is my independent local 4-H Association bank account?
2. What is this?
3. What is my local county fund 171 held within the University of Florida's People Soft System?
4. What, I can really use this for 4-H?



PCARD_(POLL)



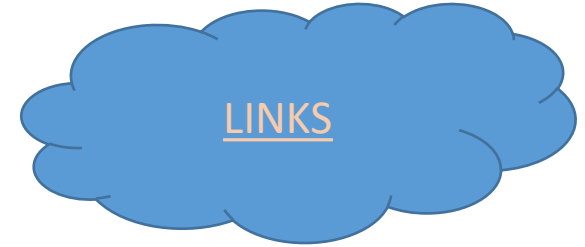
When inputting the ChartField, update the account code on your PCard transaction verification. This is the default account code, 799900

1. What is the most common account that we use?
2. What is this?
3. What is the account code that I should NEVER use?
4. What is an account code?



PCARD_(POLL)

This may take 3-5 days to show up in the system and must be verified and approved in 15 days or less.



1. What is a PCard transaction?
2. What are you talking about?
3. What is the account that I should NEVER use?
4. What is a Purchase Order?

You may email the PCard Team directly at:
pcard@ufl.edu

A list of allowable and non-allowable purchases is available at:
<https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/procedures/allowable/>.

Additional information is available at:
<https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/>

4-H FISCAL (POLL)



Checks for more than \$500 must be signed by two people. Extension/4-H faculty or staff are not permitted to be a signatory on any 4-H account. NO two signatories should be related/family. All checks must be numbered, and NO checks should be pre-signed.

1. What are Check and Funds rules?
2. What does this mean?
3. What are Check Writing Guidelines and Rules?
4. What is this?



4-H FISCAL (POLL)



ALL funds exceeding \$1,000, must be deposited within one (1) business day. All funds, regardless of the amount, must be deposited weekly. All funds, must be deposited at the end of the fiscal year. ALL Checks must be endorsed prior to deposit.

1. What are check/funds rules?
2. What does this mean?
3. What are Deposit Guidelines and Rules?
4. What is this?



Fund 182 and Fund 171

Referred to as Revenue and Enhancement – Work with your County Extension Fiscal Admin

Fund 182 (revenue) is a Cash Account held within the University of Florida's PeopleSoft System.

- 4-H Membership Fees are deposited to the County's 182
- May be used for most items as they relate to your county's 4-H programs.
- May be accessed by making purchases with your UF PCard or paying via invoices
- May be used for hiring new employees such as program assistants/OPS or students

Fund 171 (enhancement) is for donated funds to support Extension (4-H). Much like 182, monies deposited to the 171 are held within the University of Florida's PeopleSoft System.

- They have very specific procedures when making deposits
- Using monies from 171 are very similar as using 182, except they are donor monies and may have more restrictions on their use.

Same Deposit Guidelines/Rules as 4-H Association



4-H Association Funds

Management of 4-H Association and Club Funds – Through Local Bank

Deposit Guidelines and Rules

- Any funds to be deposited that **exceed \$1,000**, deposit must be made within **one (1) business day**
- All funds, **regardless of the amount**, should be made **weekly** even if it doesn't total \$1,000
- All funds, regardless of the amount must be deposited at the end of the fiscal year
- **Checks must be endorsed prior to deposit:** For Deposit Only “County” 4-H Association

Monthly and Annual Reconciliation and Review

- The reconciliation process may feel tedious but is essential to your department and the University's internal controls and integrity. Proper and timely reconciliation prevents and detects fraud, assists in assigning employee accountability and improves the accuracy of financial information. Reference is made to Tier 1 (Reconcilers), Tier 2 (Reviewers), and Tier 3 (Leaders)
- (Per: <https://www.fa.ufl.edu/directives/monthly-reconciliation/>)
- An annual financial review is required of all 4-H unit accounts, including County 4-H Association and County 4-H Foundation accounts. All 4-H units are required to file an annual IRS 990-series tax return.
(Per: <https://florida4h.ifas.ufl.edu/about-us/mission/>)



4-H Association Funds

Monthly and Annual Reconciliation and Review (Cont.)

- Monthly Sample – Reconciliation Tab within Excel Worksheet (Ref: [4-H Association Workbook REV 092020](#))



- See Year-End Reporting for Annual Reconciliation Instructions/Sample

Monthly Reconciliation Check List: (Sign/Date)	
Reconcile Check Log to Recordkeeping & Update -Date & Initials	
Reconcile Clubs - Date & Initials	
Post Assessment Fees or Missed Items - Date & Initials	
Recordkeeping/Check Log Entries Review - Date & Initials	
Reconciled - Date & Initials (all cash & investments above)	
Review monthly detail of transactions-Date & Initials	
Review monthly detail of documentation (i.e. bank statements, bank statements, copies cks/disbursements with disb requests/signed, copies of deposits with receipts)	
<i>Give Monthly Reconciliation to 4-H Agent - Date & Initial</i>	
<i>Reviewed by Agent (initial docs) - Date & Initial</i>	
<i>Give Monthly Reconciliation to CED - Date & Initial</i>	
<i>Close Reconciled Month and Open Next Month - Date & Initial</i>	
<i>Reviewed by CED - Date & Initial</i>	





4-H Association Funds

Management of Check/Disbursement/Reimbursement Requests

Guidelines and Rules

- A Check/Reimbursement/Disbursement or Transaction Request Form should be submitted for **any and all** expenses from the 4-H Association Account.
- Example of the Club Check/Reimbursement Request and Test Sample Transaction Form:



Check/Reimbursement Request

4-H Club _____ Date _____

Check payable to: _____

____ Pick Up _____ Mail Out

Mail check to: _____

Amount: \$ _____


Purpose of check: _____

Treasurer Signature _____ Date _____

*Remember to turn in receipt within 30 days of completed transaction.

UF IFAS Extension
UNIVERSITY of FLORIDA

"The Foundation for the Gator Nation" An Equal Opportunity Institution
County 4-H Association (Rev 5/14)



4-H Financial Transaction Form

Withdrawal Date: _____

Transfer To: _____

Deposit Club or Association Name: _____

Total Amount \$ _____ Cash \$ _____ Receipt # _____

Check(s) \$ _____ Check # _____

Date Required By _____

Purpose of withdrawal/transfer/deposit (name of the event, name of the donor, purpose of the event/donation/transfer)

Please make check payable to: _____

Address: _____

Special Instructions (eg, Mail/Hold for pickup or mail to other address than above)

*4-H Club Leader/Co Leader or Association Officer Print/Sign _____

*4-H Club or Association Treasurer/2nd Officer Print/Sign _____

*4-H Staff Print/Sign _____

Club or Association account balance **after** this transaction \$ _____

*These signatures are REQUIRED for all WITHDRAWALS, DEPOSITS & TRANSFERS

Receipts/Invoices **MUST** be provided with each check request

Copy of approved club meeting or association board meeting minutes **HIGHLY RECOMMENDED**

Adapted from Manatee and Polk County 4H

The Foundation for the Gator Nation [an](#) Equal Opportunity Institution

(Ref: [/edis.ifas.ufl.edu/4h012](https://edis.ifas.ufl.edu/4h012) (Fla 4-H Treasurer's Manual & Record Book))

Florida 4-H Treasurer's Manual, Page 13

(Ref: [Test Example 4-H Assoc Financial Transaction](#))

4-H Association Funds

Management of Check/Disbursement/Reimbursement Requests (Cont.)

Guidelines and Rules (Cont.)

- ALL requests should include the following applicable original documents:
 - ✓ Invoice
 - ✓ Itemized Receipt – Signed/Dated by Purchaser
 - ✓ Itemized Sales Slip – Signed/Dated by Purchaser
 - ✓ Completed Request Form – with proper signatures
 - ✓ **Reimbursements MUST be made payable to the purchaser ONLY**
 - ✓ **Best Practice:** Club or Association related provide copy of approved meeting minutes and/or any email communication regarding transaction
 - ✓ **Best Practice:** Provide transaction package at leader/volunteer training/meeting
 - ✓ **Best Practice:** Set schedule when transactions need to be received for timely processing



4-H Association Funds

Issuing of Checks from Local 4-H Association Bank

Guidelines and Rules

- Checks for **more than \$500 must be signed by two people**
- Bank account authorized signers must be members or volunteers of the county 4-H Association and **IMPORTANT DIRECTIVE:**
 - ✓ ***Extension/4-H faculty or staff are not permitted to be a signatory on any 4-H account***
(Per: <https://florida4h.ifas.ufl.edu/about-us/mission/>)
 - ✓ No two signatories on an account may be related (i.e. family/relatives)
 - ✓ All checks must be numbered – avoid temporary checks or bank counter documents
 - ✓ Retain ALL voided checks
 - ✓ No pre-signed blank checks are allowed – Extreme risk exposure with NO legal recourse



4-H Association Funds

Payment of Invoices for Statewide Events/Camps

Process - Project Manager/Event Coordinator/Camp Director requests Invoice to 4-H Business Services and they prepare/send to county

Date	Invoice #
7/23/2018	0001

PAID 07/31/2018

Bill To
John Due

Remit To
Florida 4-H Foundation
P.O. Box 110225
1604 McCarty Dr. Rm. 1040
Gainesville, FL 32611-0225

Terms

Item	Description	Quantity	Price	Amount
4-H University Regi...	4-H University Little Johnny I Little Johnny II Grandpagator Babygator Alligator Jr	5	250.00	1,250.00

Invoices
are created
and sent to
counties via
email

How to make a check "Payable To" Business Services:

Invoices - for Camps, State Events, Background Screenings -

Make Checks Payable To: Florida 4-H Foundation

Membership Fees –

Make Checks Payable To: University of Florida

Invoice 4926 from Florida 4-H Club Foundation, Inc.

Ngai, Rachel
To: McNulty, Mary B
Cc: Bentz, Kim LB; Parkell, Natalie B; Quirie, Courtney A

Inv_4926_from_Florida_4H_Club_Foundation_Inc_20188.pdf
97 KB

Invoice File

Dear Customer :

Your Florida 4-H billing invoice is attached. Please see the invoice for details.

Payments are due immediately upon receipt of an invoice.

You may pay by sending a check or by pcard/credit card by going to our PayPal webpage at https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=6LLRZH2LNJXDY

If payment has been submitted, please disregard this invoice and thank you for your payment.

Please let me know if you have any questions.

Thank you,

4-H Business Services
PO BOX 110225
1604 McCarty Dr. (MCCD) Rm 1040
Gainesville, FL 32611
352-273-3540 Direct line
352-392-1788 Main line
352-392-5259 Fax

Paypal Link



4-H Association Funds

Payment of Invoices for Statewide Events/Camps (Cont.)

Statements are mailed monthly showing all invoices and/or payments

Florida 4-H Club Foundation, Inc.
P.O. Box 110225
1604 McCarty Dr. Rm. 1040
Gainesville, FL 32611-0225

Statement
Date: 10/31/2018

Bill To: Alligator County

Remit To: Florida 4-H Foundation
P.O. Box 110225
1604 McCarty Dr., RM 1040
Gainesville, FL 32611-0225

		Amount Due	Amount Enc.		
		\$1,968.00			
Date	Description	Amount	Balance		
08/23/2018	INV #3282, Due 08/23/2018, Orig. Amount \$1,000.00, K2055500 -- 4-H Youth Full Reg, 4 @ \$250.00 = 1,000.00 --	150.00	150.00		
	Dy				
09/19/2018		50.00	200.00		
10/16/2018		1,650.00	1,850.00		
Not an Invoice					
Current	1-30 Days Past Due	31-60 Days Past Due	61-90 Days Past Due	Over 90 Days Past Due	Amount Due
0.00	1,768.00	50.00	150.00	0.00	\$1,968.00

Best Practice:
Make payments directly from invoices and then compare to your monthly statement—hold in central place for reconciliation

Payment Options:

- Use email links
- Use PayPal Link (Ref: https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=6LLRZH2LNXJDY)
- Use check:

Made payable: FL 4-H Foundation
Mailed: 1604 McCarty Hall RM 1049
P. O. Box 110225
Gainesville, FL 32611

How to make a check “Payable To” Business Services:
Invoices - for Camps, State Events, Background Screenings -
Make Checks Payable To: Florida 4-H Foundation
Membership Fees –
Make Checks Payable To: University of Florida

Important:

Any questions or correspondence regarding invoice or billing please submit a Ticket through the link below:

<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>



4-H Association Funds

Membership Fees

How To

- Find membership fee instructions and the link for the payment site
(Ref: [Get Involved - Florida 4-H - University of Florida, Institute of Food and Agricultural Sciences - UF/IFAS \(ufl.edu\)](https://www.ifas.ufl.edu/get-involved/florida-4-h))
- Membership fees are only distributed annually, around the end of July or first of August and are deposited directly into your local county 182 UF Funds
- Contact for refunds
 - ✓ Submit a Ticket through the link below:
<https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>
 - ✓ Refund info needed:
 - Agent Approval
 - Youth Name
 - County
 - Transaction Date

How to make a check "Payable To" Business Services:

Membership Fees –

Make Checks Payable To: University of Florida

Invoices - for Camps, State Events, Background Screenings -

Make Checks Payable To: Florida 4-H Foundation



4-H Association Funds

IRS 1099-MISC and IRS 1099-NEC Forms - informational documents that are used to report miscellaneous payments for services, rents, prizes or awards and other income payments

Guidelines and Rules

- A 1099-MISC and 1099-NEC needs to be issued when all of the following criteria are met:
 - ✓ Payments total **\$600** or more
 - ✓ Paid during the calendar year (January 1st through December 31st)
 - ✓ Paid to an individual or business for **services** or to an individual for a **prize or award**
 - Prizes/Awards require a 1099-MISC to be issued because they are given directly to the individual. Scholarships are typically sent directly to an institution and therefore NO 1099 is issued.
 - Services are typically 1099-NEC
 - ✓ PLEASE schedule a one-on-one review with Janet Waters to determine which forms you will need, once you know you have met that \$600 threshold for qualified recipients. (email janet.waters@ufl.edu)



Northern Yucatan Peninsula

4-H Association Funds

IRS 1099-MISC and IRS 1099-NEC Forms (Cont.)

Guidelines and Rules

- Below are some examples of when you do **NOT** issue a 1099-MISC or 1099-NEC:
 - ✓ You paid \$629 to a volunteer who purchased food and supplies for a large event. The volunteer turned in receipts that totaled \$629. The key here is **“receipts.”**
 - ✓ You were reimbursed for attending the annual NAE4-HA conference. You turned in receipts for lodging, airfare, mileage and per diem which totaled \$1426 (mileage & per diem do not require receipts).
 - ✓ You paid \$770 to the Florida 4-H Foundation for 7 youth to attend the 3rd Executive Board. 1099s are not required in this scenario for 2 reasons. First because the payment was for event registrations and secondly because the Florida 4-H Foundation is a Tax-Exempt Organization.
 - ✓ Purchases of anything tangible, such as personal property, items capable of being seen, weighed, measured, touched, or perceptible to the senses.



Fundraising

Fundraise With a Purpose ... Not to Just Fill a Club's Treasure Chest

Fundraisers Should ...

- Have an educational purpose
- Represent positive youth development ideals
- Have a specific goal
- Be reviewed for potential sales tax collection requirements
- Be authorized to use the 4-H name and emblem when conducting a fundraiser in the name of 4-H
- Have approval **PRIOR** to conducting an event by submitting a

Fundraising Permission Form:

(Ref: <http://edis.ifas.ufl.edu/4h012> FL 4-H Treasurer's Manual & Record Book)

IMPORTANT

Advertising, expenditures, and collaboration
may only take place
after approval is received



Fundraising Permission Form

Section 1: Request for Approval for Fundraising Project	
Club:	Club Leader: Mailing Address:
Description of Proposed Project:	
Purpose/Goal of Funds (Must be educational)	
Names of adults responsible and on site at all times:	
Date of Fundraiser	
Location of Fundraiser	
This request prepared by:	Date submitted:
Section 2: Extension Service Response	
Date:	Reviewed By:
Approved:	Date:
<input type="checkbox"/> Yes <input type="checkbox"/> No Reasons	
Notification to Club:	
Person Notified: _____	Date: _____

Florida 4-H Treasurer's Manual, Page 8



Fundraising

Raffles and Games of Chance

Discouraged – Only Permitted at 4-H Agent's Discretion

- Things to think about:
 - ✓ Public Perception
 - ✓ Federal and Florida Laws
 - ✓ Tax Deductibility
 - ✓ Youth Participation
 - ✓ Sales Tax Requirements



*Sanford Soap Box Derby –
Winner Heading to Akron, Ohio*

IMPORTANT

All fundraising income and expenses
must be tracked per event
for proper IRS tax reporting

Fundraising



JOANN  

PAY IT
FOURWARD

MARCH 1 - APRIL 30

Help 4-H inspire a child's creativity! Donate \$1 or \$4 to 4-H at the checkout in-store.

SOMETHING FOR YOU!

If you donate \$4, we'll give you a coupon to use on a future purchase

IMPORTANT

*100% of funds raised
in the county
go directly back
to the county*



4-H FISCAL (POLL)



These funds are only distributed annually, around the end of July or first of August and are deposited directly into your local county 182 UF Funds.

1. What is membership fees?
2. What is 4-H foundation money?
3. What is TSC and JoAnn money?
4. What could this possible be?

Categories



4-H FISCAL (POLL)



Starting with 2021 promotion, counties now have the option to leave their monies with the state account as a credit toward their future state camp or leadership events invoices. It may still be requested to be sent to their associations or foundations with proper form submission.


1. What is TSC money?
2. What is 4-H foundation money?
3. What is membership fees?
4. What could this possible be?



Fundraising

TSC – Tractor Supply Company Paper Clover

TSC Funds

- Can only be used to attend 4-H Camps or other leadership programs, and/or transportations.
- Occurs each Spring and Fall
- All counties receive TSC Paper Clover distributions
- **Payment Option One:**
 - ✓ County funds will automatically be held in the state account to be applied to future qualified invoices (received from state office). Simply request the credit being applied by submitting a Ticket through the Ticket System link below:
(Ref: <https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>)
- **Payment Option Two:**
 - ✓ To request the awarded funds to be sent to your Association or Foundation, a Distribution Form must be submitted through the link below:
(Ref: [Fla 4-H TSC Paper Clover Scholarship Reporting](#)) 

IMPORTANT: TSC funds NO LONGER can be deposited into your Fund 182



Florida 4-H

TSC Paper Clover Scholarship Reporting

Please give us your best estimate of how you will use the funds from the paper clover campaign. The only requirement is that the money be spent on scholarships to camp and leadership events. If you have questions contact Florida 4-H Business Services at 4hdocs@ifas.ufl.edu

*Required

County Name *

What is the name of the event the scholarship is for? *

of youth provided with scholarships *

Are these full or partial scholarships? *

Full

Partial

Both

N/A

Email of contact person if we have questions *

When will this event take place? *

Url

Url

Submit

Reset

Let's not get
tangled up
in



Sales Tax and 4H Associations

Important Information

Local County 4-H Association – Tax Exempt Certification

- Each county should have their **OWN** Tax-Exempt Certificate for their local 4-H Association
 - ✓ Renew automatically every 5 year (**Please notify 4-H Bus Serv if expired or need to apply.**)
 - ✓ This certification is to use when making 4-H Association/Club purchases to WAIVE the paying of sales tax (**Common Myth:** This Tax-Exempt Certificate **DOES NOT** waive your obligation to be compliant with the State of Florida Department of Revenue Statues in COLLECTING sales tax when selling items/event tickets or during fundraising activities.)

Sales Tax

- Fundraising activities and many other things are subject to the collection of sales tax
- Multiple resources, webinar recordings, and training tools are available:

(Ref: [IFAS 4-H Sales Tax and Fundraising Teams](#))

(Ref: <https://extadmin.ifas.ufl.edu/business-services/4-h/> / Website)

Fundraising and Sales Tax for _____ County 4-H Clubs.
(Template – update yellow highlighted areas
with your county and your current county surtax, if applies)

To be compliant with the Florida Department of Revenue, the _____ County 4-H Association will charge sales tax on required items. The following information is to give 4-H Leaders a picture of fundraising and sales tax in _____ County 4-H.

Sales Tax
What is sales tax? Sales tax is collected on each sale, admission, storage or rental. Sales tax is added to the price of taxable goods and services. Florida's general sales tax rate is 6.0%. However; many Florida counties have a discretionary sales surtax (county tax) that applies to transactions. _____ County has a surtax of _____.

Certificate of Exemption
Wait don't we have a Certificate of Exemption? Even our Certificate of Exemption only apply of paying sales tax when selling certain items.

Typically Taxable Sales
When do we have to charge sales tax? If _____

Taxable and Non-Taxable Sales Guidelines

While not all-inclusive, the following table provides examples of transactions that are typically subject to Florida sales tax and those that are not, based on current regulatory exclusions.

Typically TAXABLE Sales	Typically NON-TAXABLE Sales
T-shirts, hats, shoes, general clothing	Sale of gift certificates
Flowers, wreaths, bouquets, potted ornamental plants	
Calendars, candles, decorations, umbrellas	Rev. 10/04/18 Curriculum/educational/course/learning



Insurance

4-H Statewide Policy/Special Activities Policy/General Liability

Overview (Please see additional in Resource Center)

- Our standard definition for what is covered under the Annual Policies (**4-H Statewide Policy**) is **“scheduled, adult supervised activities as a part of their 4-H Experience.”**
- **Special Activities Coverage** is the same – if there is a workshop or day camp type event that includes 4-Hers and non-4-Hers, virtual can be covered if it is “live.”
- The Florida 4-H Foundation has a special “Master Policy” to cover programs and events at the Florida 4-H Camps: Cherry Lake, Cloverleaf, and Timpoochee
- **Local agent/county 4-H is responsible** to **PLACE Special Activities** and **FILE claims**
- Please see the 4-H Statewide Webinar Recording/Slides and FAQ from 8/20/19 for in-depth 4-H Insurance training and information and **recent AIL Information and Guidelines**

(Ref: [IFAS-4-H Insurance](#) / Teams Channel)

(Ref: <https://extadmin.ifas.ufl.edu/business-services/4-h/> / Website)

American Income Life (AIL) is meant to be a supplement and NOT intended to replace personal insurance.

Don't Forget:

UF covers registered volunteers under their Worker's Comp and General Liability policies



Contracts and Agreements

Important Information

Local County 4-H Association and/or IFAS-Extension Faculty/Staff

- **CANNOT** sign any type of contractual agreements
- The inherent risk of events and activities can be mitigated through planning and ... Faculty, staff, and Extension volunteers are not allowed to sign contracts.
- Risk Management - (Ref: <https://edis.ifas.ufl.edu/4h295>)
- ALL contracts/agreements must be emailed for review and proper UF processing – ***please allow a minimum of 10 business days prior to required deadline***

(Ref: Email janet.waters@ufl.edu or <https://extadmin.ifas.ufl.edu/business-services/submit-a-ticket/>)



4-H County Association Fiscal YearEnd Tax Reporting


What Do I Need To Know?

Timelines

- County 4-H Association Fiscal Year-End is **September 1st – August 31st**
- **ALL** year-end and IRS paperwork must be submitted to 4-H Business Services within 60 days of fiscal year-end – **October 31st**

Fiscal Year-End Report

- Must include an Annual Audit/Review of **ALL** 4-H Association financials
- A complete year-end reporting package is updated with Checklist 
- A “4-H Annual Financial & Tax Reporting Guide” is also available (Ref: [IFAS4-H YearEnd Reporting](#) / Teams Channel)
- (Ref: <https://extadmin.ifas.ufl.edu/business-services/4-h/> / Website)

UF IFAS Extension UNIVERSITY OF FLORIDA  **Year-End Reporting & Tax Calendar Checklist**
For County 4-H Associations and Foundations
(Reporting deadline for foundation is 60 days following fiscal year-end)

August 1 – August 31

- Begin compiling financial documents for review
- Appoint reviewers or auditors to complete financial review

Key Date: August 31 – Fiscal Year-End

September 1 – September 30

- Begin Financial Review
- Complete all Annual Year-End Reporting Forms
 - o Organization Information
 - o Bank/Investment Accounts Information
 - o Financial Information
 - o Members Roster

ALL YEAR-END REPORTING FORMS AND ADDITIONAL 4-H BUSINESS RESOURCES CAN BE FOUND AT:
<https://extadmin.ifas.ufl.edu/business-services/4-h/> or [Microsoft Teams Year-End Reporting](#)

October 1 – October 31

- IRS 990-series tax return requirements**
 - If filing IRS Form 990-N, 4-H Business Services will file for you and send confirmation email to you for your files. **DO NOT** file directly with the IRS.
 - If filing IRS Form 990-EZ or 990 full-form, include with this package for review. **DO NOT** file directly with the IRS. **DO NOT** send 2 sided scans/copies, as IRS will not accept
- Annual Year-End Reporting packet**
 - o Organization Tax and Financial Documents
 - o Copies of 1099s and 1096 reported to IRS for payments 1/1 – 12/31 of prior year
 - o Copy of signed financial review
 - o Completed and signed IRS Form 8821 (MUST only use the pre-filled 2020 form)
 - o Completed 990-EZ or 990 for review and further instructions
 - **DO NOT** submit 990 - ALL 4-H Association's 990s must be reviewed by 4-H Business Services prior to submission to IRS
 - 4-H Association's 990-Ns will be completed and filed by 4-H Business Services with a confirmation email copy sent to you.

YOU WILL BE CONTACTED IF MORE INFORMATION OR CLARIFICATION IS REQUIRED

- o Account Information (with year-end report)
- o Copy of Bank and/or Investment statements for each account
- o Annual Year-End Report Package (completed and signed)
- o Members Roster Form (completed with year-end report)

CHANGE: Coordinate with your County CED/Fiscal Staffer – they will need the **completed and signed** forms/documents for uploading to SharePoint County Shared Folders

Key Date: October 31 – Deadline for county upload

For additional assistance, please contact: Janet Waters at janet.waters@ufl.edu or (352) 294-7863



4-H FISCAL (POLL) REVIEWKE



This ***CANNOT*** be signed or executed at a local county or County 4H Association level without review or directive from Extension or 4 -H Business Services.

1. What is a bank account?
2. What is a contract?
3. What is a lease?
4. What is an agreement?

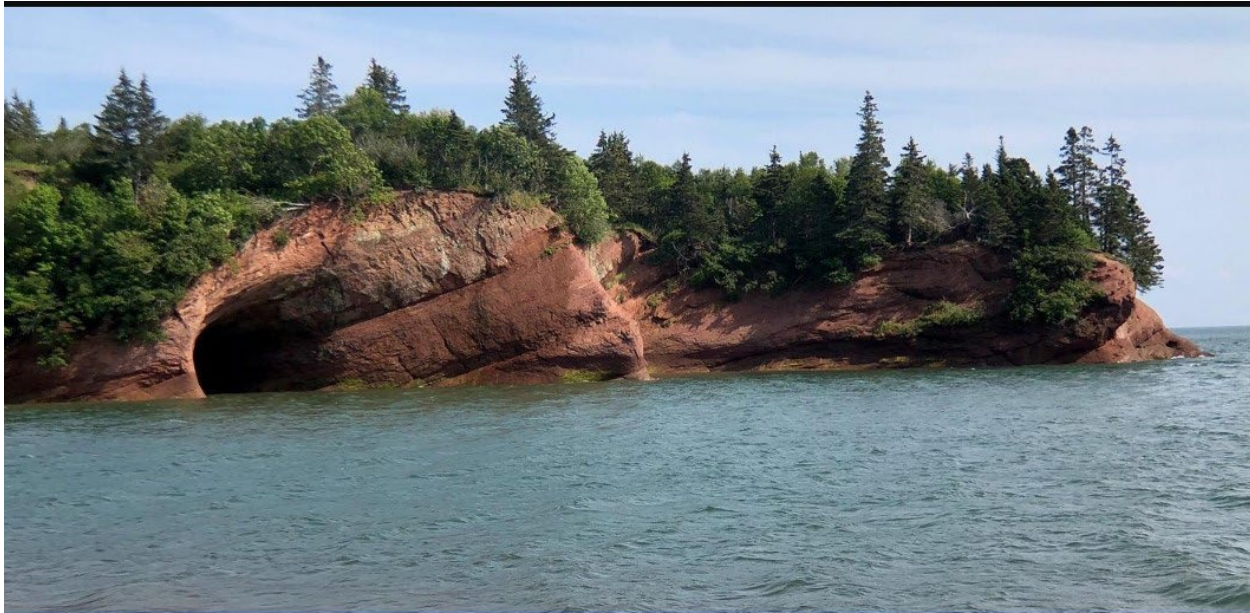


Let's Explore ...
the other
FUNdy trail 😊



Grants, Gift, Donations, and Fundraising ... oh my 😊

*Things are not always what they seem.
Let's continue our Journey....*



Bay of Fundy, New Brunswick, Canada





PHILANTHROPY FOR FLORIDA 4-H

Caylin Hilton | Associate Director of Development, Florida 4-H

UF | IFAS Extension
UNIVERSITY of FLORIDA



4-H Fundraising



UNIVERSITY *of* **FLORIDA**
FOUNDATION



FLORIDA 4-H
FOUNDATION



NATIONAL 4-H
COUNCIL

YOUR COUNTY 4-H
ASSOCIATION/FOUNDATION

UF | IFAS Extension
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UF/IFAS Advancement

- Team for UF/IFAS working with UF Foundation and dedicated to advancing UF/IFAS by fostering lifetime relationships between donors and the programs they care about.
 - *Includes College of Agricultural and Life Sciences, regional Research and Education Centers and Extension programs.*

 CREATE
AWARENESS

BUILD 
RELATIONSHIPS

 GENERATE
SUPPORT



Fundraising and Philanthropy

- **Ways to fundraise:**
 - **Fundraising Sales**
 - **Events** –build connections, share mission and impact, tell your story
 - **Relational** – helping individuals and organizations achieve their philanthropic goals
 - Share giving messages and opportunities
 - Connect people and businesses with shared interests
 - Strategic giving



Fundraising Channels

- **Tell YOUR Story – Fundraising is Public Relations**
 - **Social Media**
 - **Direct Mail/Email** – include opportunities in newsletters, mail supporters asking them to renew support
 - **Peer to Peer**
 - **Volunteer Boards**
 - **Community Organization involvement**



Communication Tips and Tricks

- **Identify need(s), show impact**
- **Approach from a positive tone, not a negative or “needy” tone**
- **Align language with community passions and character**
- **Identify your programs big goals/needs and discuss with CED/DED so you are ready when asked, i.e.:**
 - Endowment for sustained resource
 - Program Assistant for XYZ programs to reach more youth
 - Support for members to attend XYZ opportunity



Legacy Giving

- **Endowments**
 - \$30,000+ permanent investment yielding ~4% annual spendable income
- **County Endowment**
 - Local community specific impact
 - Can be program specific
 - Demonstrate community support



Legacy Giving

- **Many ways to give:**
 - Bequests
 - Life Insurance
 - Appreciated Securities
 - IRA Charitable Rollovers
 - Life Income Gifts: CGAs, CRTs & CLTs
- **Can provide tax savings opportunities to donor**
- **Partner with financial planning professionals at UFF**



Grants vs Gifts/Donations

Grants

Awards of financial assistance

PI defined scope of work
(Principal Investigator must be faculty)

Cost-reimbursement agreement

Period of performance

Technical and financial reports

Specific financial and performance terms

Revocable in whole or in part

Assessed indirect cost rate (IDC), unless the non-profit sponsor has a written policy that is consistently applied to reduce the rate (National 4-H Council only allows 10% IDC)

Managed by UF Division of Sponsored Programs

Gifts/Donations

Philanthropy

Donor voluntarily makes to a qualified organization

Donor letter or agreement

No donor-imposed time limits

No strings attached

May be unrestricted or restricted to a specific program (i.e sponsorship, etc.)

Irrevocable transfer

Possibly assessed administrative fee

**May be Managed by UF Foundation,
FL 4-H Foundation or by
County 4-H Associations/Foundation**



Grants vs Gifts/Donations

Receipts – Important – Example thru Association

Receipt for Charitable Contribution

Use your organization's official name and address. This is important for the donor should they ever be audited



County 4-H Association
1234 Florida Drive
PO Box 123456
Gainesville, FL 32611-0225

Fed ID #
Phone: (352) 123-4567
Fax: (352) 123-4567

Be sure to include your County 4-H Association Federal EIN-Tax Id (i.e usually begins with #45 ...)

Receipt: 00000- A
Gift Date: 03/5/2020
Gift Amount: \$100.00
Goods or Services Provided: —
Total Gift Amount: \$100.00

Each receipt should have a unique number
Retain copy for permanent records

Designation: 4-H Club

Donor Name
Donor Address
City, State Zip

Treasurer

Thank you for your donation. This receipt may be used income tax purposes

IMPORTANT DONOR IRS RULES

*ALL donations over **\$250** must be receipted*

*ALL donations at **\$5000** or more require donor detail for 990 IRS reporting*

ALL quid pro quo contributions over \$75 may require a disclosure statement

(Ref: [Receipt Template Charitable Contributions](#))

Ref: [IRS Charitable Contributions](#)

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Let the donor know that their donation may be tax deductible

Grants vs Gifts/Donations

Additional Information

Grants and Contracts

- Have specific outcomes and deliverables expected
 - ✓ Including required reports to the funding source

Philanthropic Grants/Donations

- Do not require specific reporting back to the donor
- Donors/grantors do not always label their funding opportunities consistent with specific definitions



Let's Pause for a moment

Let's reflect



Who's responsibility is this ...

Whoooo

Whoooo



Whoooo

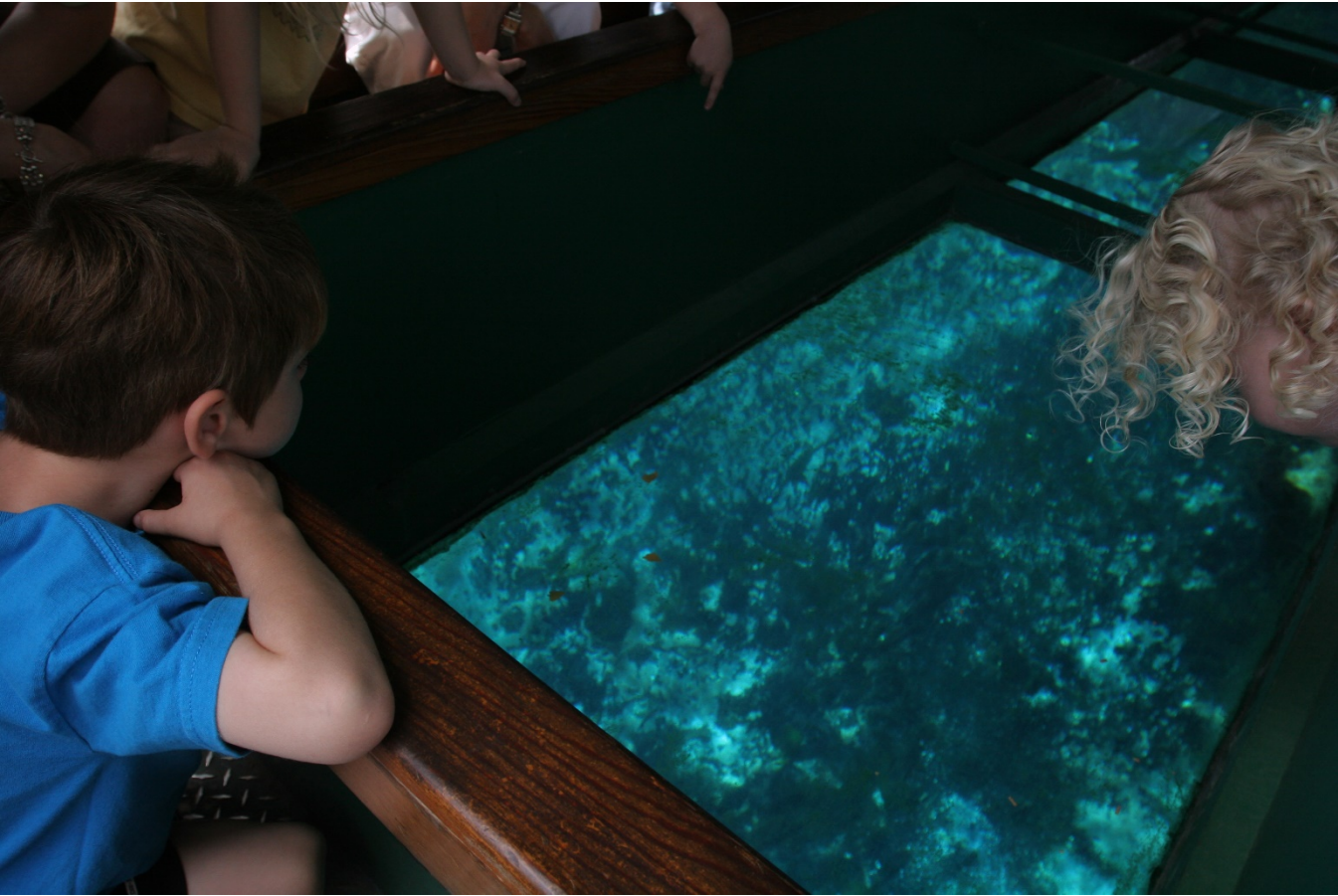
Whoooo

ALL of us diverse as we are



WHY ...

We must be transparent!



WHY ...

We do not want that lightning strike!!



Resource Center and FAQ's

Having the right tools, equipment, and resources



Resource Center and FAQ's

Information Places

Weekly Connections

- ListServ Emailed attached newsletter with everything 4-H happening, going to happen, or needs to happen
 - ✓ Email klbutcher@ufl.edu to be added to the ListServ
 - ✓ Important updates and information from 4-H Business Services with the “Business Spotlight” – watch for the lightbulb!



Things to Remember Direct From American Life Insurance (ALI):

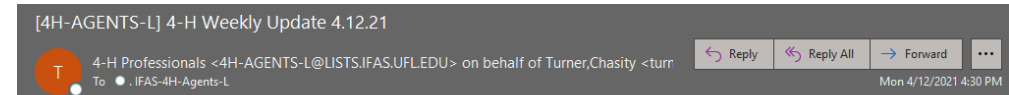
Don't Forget:

You may email Janet Waters, janet.waters@ufl.edu if you have any questions or would like to schedule time to discuss or review any of your business needs. You may also use the Thursday morning 9am-11am Zoom time to drop in and ask any questions!

Zoom Info: <https://ufl.zoom.us/j/8849634226>

Phone Access: 646.558.8656 Meeting ID: 884 963 4226

Waiting Room Enabled: Please wait for Zoom connection



Resource Center and FAQ's

Information Places (Cont.)

Website – 4-H Business Services

- Multiple resources, webinar recordings, and training tools are available:

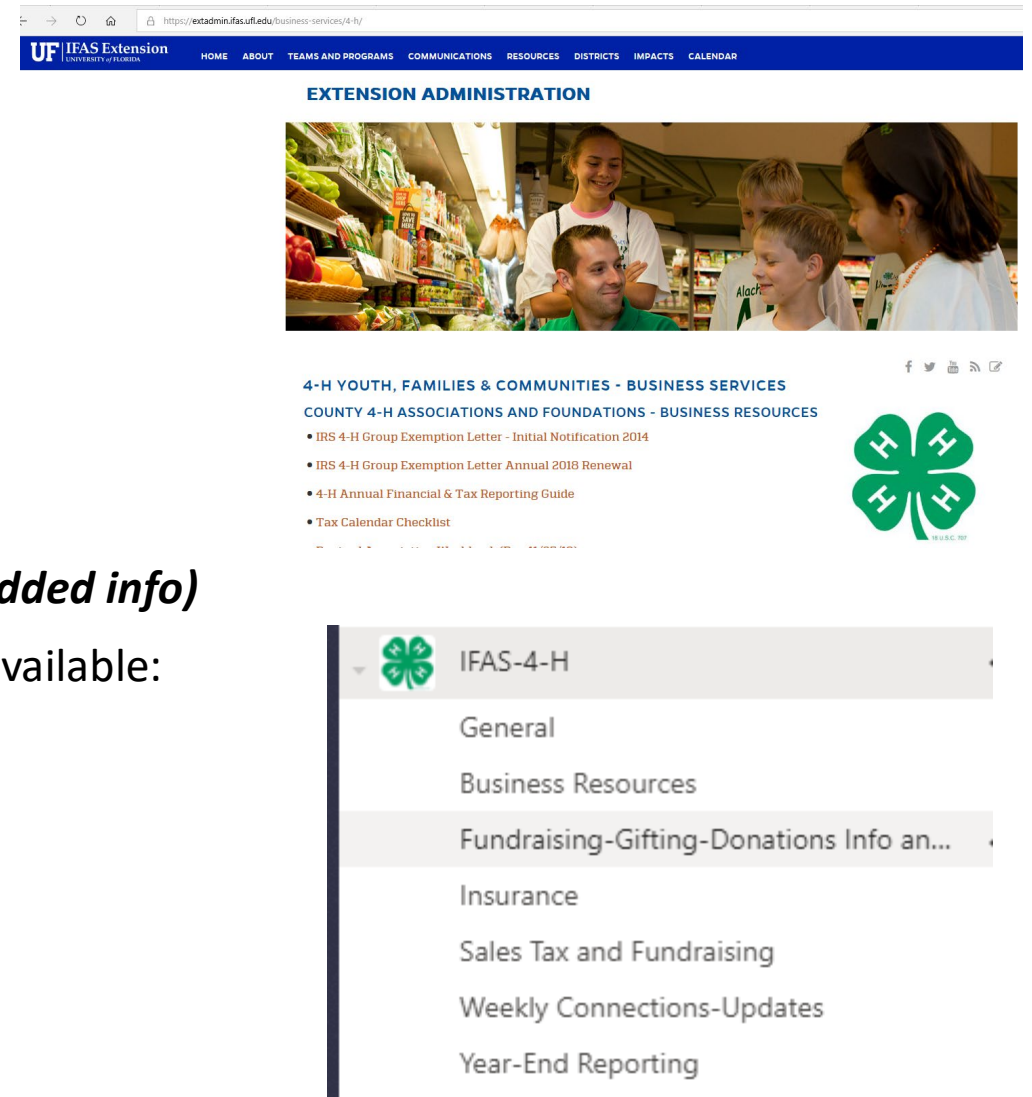
Ref: <https://extadmin.ifas.ufl.edu/business-services/4-h/>

Microsoft Team – 4-H Business Services (Similar to Website-Plus added info)

- Multiple resources, webinar recordings, and training tools are available:

Ref: [IFAS4-H](#)

- Join Microsoft Team
 - ✓ Email janet.waters@ufl.edu
 - ✓ Join with Team with code **itr0h2y**
- This is one central place for conversations, collaboration, and documents by subject in Channels



The screenshot shows the UF IFAS Extension website. The header includes the UF IFAS Extension logo and navigation links: HOME, ABOUT, TEAMS AND PROGRAMS, COMMUNICATIONS, RESOURCES, DISTRICTS, IMPACTS, CALENDAR. The main content area is titled "EXTENSION ADMINISTRATION" and features a photo of a woman and children in a grocery store. Below the photo are social media icons and a list of resources under the heading "4-H YOUTH, FAMILIES & COMMUNITIES - BUSINESS SERVICES" and "COUNTY 4-H ASSOCIATIONS AND FOUNDATIONS - BUSINESS RESOURCES". The resources listed are: IRS 4-H Group Exemption Letter - Initial Notification 2014, IRS 4-H Group Exemption Letter Annual 2018 Renewal, 4-H Annual Financial & Tax Reporting Guide, and Tax Calendar Checklist. A green 4-H clover logo is also visible. On the right side, there is a dropdown menu for "IFAS-4-H" with options: General, Business Resources, Fundraising-Gifting-Donations Info an..., Insurance, Sales Tax and Fundraising, Weekly Connections-Updates, and Year-End Reporting.



Resource Center and FAQ's

Information Places (Cont.)

Website – Florida 4-H:

- Statewide events, volunteers, State Team, and various recourses are available:

Ref: <https://florida4h.ifas.ufl.edu/>

- 4-H Policies & Best Management Practices are available:

Ref: [Microsoft Word - Florida 4-H Policies.docx \(ufl.edu\)](#)

4-H Policies & Best Management Practices

This page is the definitive source for all current statewide 4-H program policies and best practices. This information replaces the former 4-H Program Handbook, which is many years out-of-date and no longer valid. Therefore, any copy should be discarded.

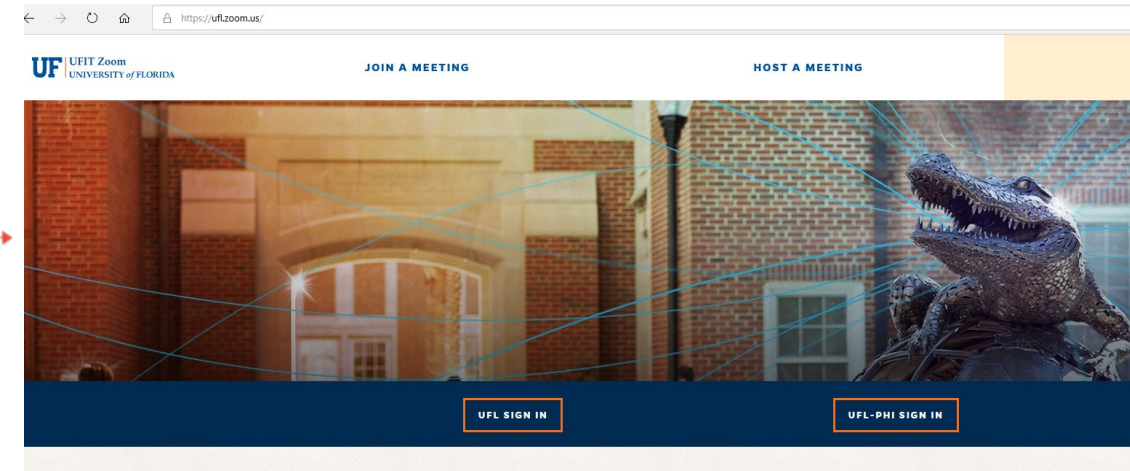


Resource Center and FAQ's

Information Places (Cont.)

Weekly Video Call or Scheduled – Zoom

- Janet Waters conducts an Open Forum (your questions), schedules one-on-one, and guided trainings
 - ✓ Email janet.waters@ufl.edu to schedule a one-on-one
 - ✓ Check the Weekly Connections for Open Forum, Thursdays, 9am – 11am
- Open Zoom Link – Please use anytime
 - ✓ Find link in Janet Waters' email signature block
 - ✓ Check the Weekly Connections
 - ✓ Zoom Info: <https://ufl.zoom.us/j/8849634226>
 - Phone Access: 646.558.8656 Meeting ID: 884 963 4226
 - ✓ UF Zoom Link/Sign In: <https://ufl.zoom.us/> →



Resource Center and FAQ's

Information Places (Cont.)

Florida 4-H Treasurer's Manual and Record Book

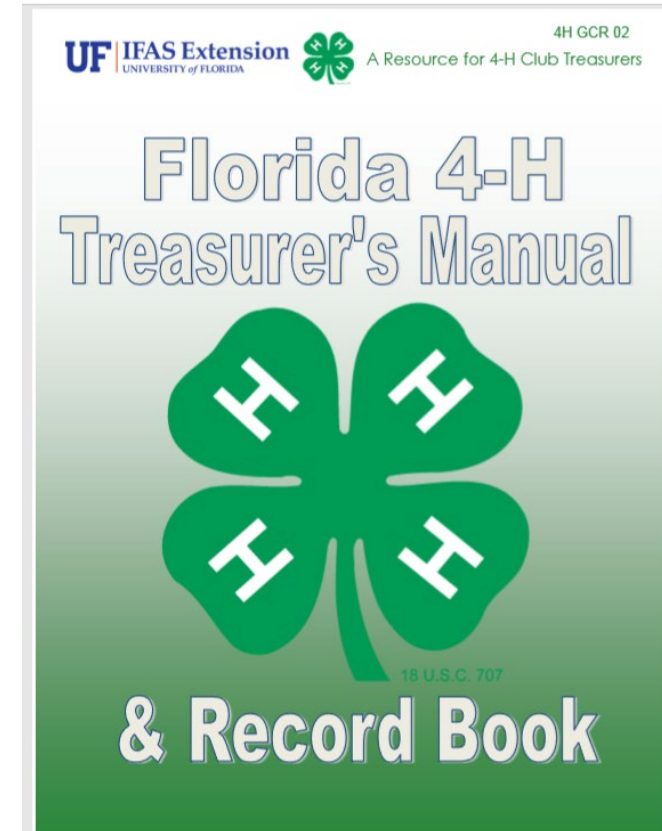
- Excellent resource and tools for 4-H Clubs and Associations
 - ✓ Check/Disbursement Request Form
 - ✓ Fundraising Permission Form
 - ✓ Receiving Money/Receipts
 - ✓ All 4-H Club Meeting/Financial Guidelines and Forms

Ref: [/edis.ifas.ufl.edu/4h012](https://edis.ifas.ufl.edu/4h012)

New Agent Training/FEBPC Presentation

- ✓ Current and past training packages (Microsoft Teams)

Ref: [IFAS-4-H Business Resources](#) > Files > New Agent Training Ref Materials



Resource Center and FAQ's

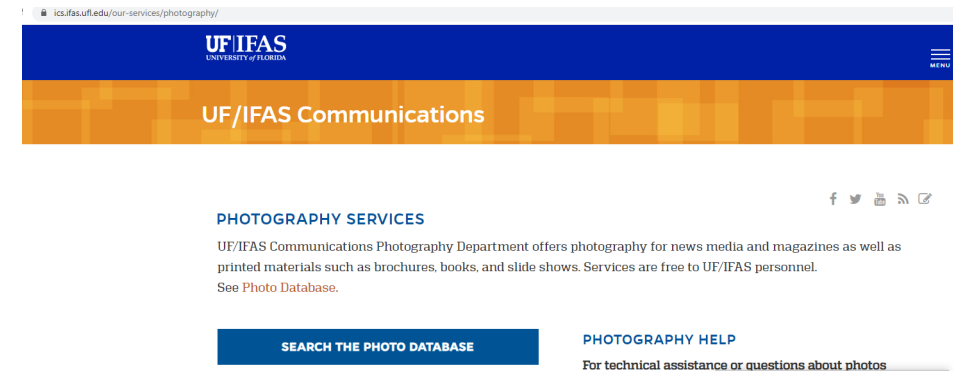
Information Places (Cont.)

Sample Documents/Forms

- Financial example documents
Ref: [IFAS-4-H Business Resources](#) (Teams Channel) Files > Test-Sample Financial Bus Documents
Ref: <https://extadmin.ifas.ufl.edu/business-services/4-h/> (Website)
- 4-H Tractor Supply Paper Clover Distribution Form
Ref: [Fla 4-H TSC Paper Clover Scholarship Reporting](#))

IFAS Photo Image Downloads

- Extensive library of photos you can use for your own *Epic Excursions*
Ref: <https://ics.ifas.ufl.edu/our-services/photography/>



Resource Center and FAQ's

Information Places (Cont.)

Additional Outside Professional Training

- UF provides the LinkedIn Learning (formerly known as Lyndia.com) FREE
 - ✓ Excellent selection of excellent video training resources/sessions for personal development, Outlook, QuickBooks, Quicken, Excel, Time Management, and many moreRef: <https://training.it.ufl.edu/linkedin>

UF Training

- Extensive learning and training opportunities through your my.ufl.edu
 - ✓ Remember to use your Google Browsers (some internet browsers will not support)
 - Main Menu > My Self Service > Training and Development > myTrainingRef: <http://florida4h.org/4honline/resources.pdf>



Resource Center and FAQ's

Information Places (Cont.)

PCard

- You may email the PCard Team directly at: pcard@ufl.edu
- A list of allowable and non-allowable purchases is available at:

Ref: <https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/procedures/allowable/>

- Additional information is available at:

Ref: <https://procurement.ufl.edu/uf-departments/procurement-cards-pcards/>



Resource Center and FAQ's

Time and Cost Savings

PayPal Link

- Great tool to pay your Florida 4-H Foundation invoices directly
Ref: https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=6LLRZH2LNXJDY)

Florida 4-H Online

- Registration website
Ref: <https://www.4honline.com/> - Click on Florida
- Detailed resources and information guide with links
Ref: http://florida4h.org/4honline/files/4HOnline_Resources_for_Florida4H.pdf

DocuSign

- Great tool for remote approval and tracking of documents
Ref: [UF DocuSign - Information Technology - University of Florida \(ufl.edu\)](#)



Resource Center and FAQ's

Time and Cost Savings

UF Amazon Business Prime Account

- Great tool to get great pricing and automatic tax-exempt status
 - ✓ Email procurement@ufl.edu
the following info requesting Amazon Business Account registration:
 - Name, Email, Department Name and ChartField
 - ✓ **Best Practice:** Make a separate sign-on with your PCard from your personal account

UF Market Place

- Another great tool to get great pricing and automatic tax-exempt status
 - ✓ Sign on to my.ufl.edu
 - Main Menu > My Self Service > MyUF MarketPlace
 - Multiple training options are available there as well



Resource Center and FAQ's

4-H Insurance—FAQ's and Info

- **We had an incident that happened in our county, and we need to report a claim. Who do I contact?**
 - ✓ Contact AIL at ClaimsSRD@ailife.com particularly about pending claims. (i.e. bill submissions, claim status, etc.)
- **If I have general questions or need elaboration on AIL policies, who do I contact?**
 - ✓ Contact Erin Bain at EFBAIN@ailife.com
- **How do I know what is covered under our state policy? What's the maximum benefit amount?**
 - ✓ Visit <https://www.ailife.com/SpecialRiskDivision/4H-Extension> and view the brochure for general info pertaining the state policy
- **How do I find out what is not covered under the AIL 4-H state policy?**
 - ✓ Visit <https://www.ailife.com/SpecialRiskDivision/4H-Extension> and view the brochure for general info pertaining the state policy.



Resource Center and FAQ's

4-H Insurance–FAQ's and Info (Cont.)

- **How do I go about requesting insurance for special activities?**
 - ✓ Visit <https://www.aife.com/specialriskdivision/activityreport>
 - ✓ Recommendations for special activity coverage:
 - Any overnight, multiple day, or travel events where you want accident/illness benefits to be covered.
 - Programs or events which are open to non-4-H youth such as day camps, workshops, etc.
 - **Best Practice:** Consider multiple requests/activity reports when activity has multiple days with various attendance. This can save \$\$\$.
- **Please see the 4-H Statewide Webinar Recording/Slides and FAQ from 8/20/19 for in-depth 4-H Insurance training and information and recent AIL Information and Guidelines**

(Ref: [IFAS-4-H Insurance](#) / Teams Channel)

(Ref: <https://extadmin.ifas.ufl.edu/business-services/4-h/> / Website)



Resource Center and FAQ's

4-H Insurance–FAQ's and Info (Cont.)

- If you submitted a claim to AIL, you should receive a letter of confirmation or request for additional information from AIL. If you don't receive the letter from AIL, please contact Tricia at claimsSRD@ailife.com or call (317) 348-4789.
- **What if a person's claim has reached the maximum limit? What is the process after that?**
 - ✓ Once the maximum limit is met on a claim with AIL it is the responsibility of the claimant to pay and AIL is no longer responsible for additional payments on that submitted claim. If numerous claims were filed by the same claimant (i.e. one claim per incident) then each claim has its own maximum limit.
 - ✓ **Best Practice:** Recommend that claimant file personal insurance first, in addition to AIL.



Resource Center

4-H Insurance–FAQ's and Info

- **What if the meeting/event/activity is not on UF property?**
 - ✓ If the property owner is going to allow meetings/events at their property, they will need to have some responsibility for the liability coverage. The registered 4-H youth are covered by the Statewide Policy if it is a club meeting or by the Special Activities if it was an Event. The registered volunteers are covered by Worker's Comp.
 - ✓ ***For approved gatherings-*** If the UF/IFAS/4H volunteer is acting in the course and scope of their responsibilities, there is general liability coverage protecting them for their negligent acts. The general liability does not cover if a guest is injured due to an unsafe condition on the property or due to something not related to the volunteer's actions. Also, if the same claim is covered by both the property owner's and UF's general liability insurance, the property owner's insurance would be primary and UF excess. We don't want to put people in that situation if possible and that's why it's recommended that events occur at properties UF/IFAS/county maintains and operates.



Resource Center

4-H Insurance–FAQ's and Info

- **What if the event facility owner requires a Certificate of Insurance (COI) for liability coverage that exceeds our UF coverage of \$250,000 and/or special animal/event coverage?**
 - ✓ An independent liability insurance policy must be purchased by the local County 4-H Association or Foundation
 - ✓ ***For approved gatherings-*** If the UF/IFAS/4H volunteer is acting in the course and scope of their responsibilities, there is general liability coverage protecting them for their negligent acts. The general liability does not cover if a guest is injured due to an unsafe condition on the property or due to something not related to the volunteer's actions. Also, if the same claim is covered by both the property owner's and UF's general liability insurance, the property owner's insurance would be primary and UF excess. We don't want to put people in that situation if possible and that's why it's recommended that events occur at properties UF/IFAS/county maintains and operates.



Resource Center

4-H Insurance – 05/03/2021 AIL Communication

Good Morning Policyholders,

While 2021 still may not feel like a “normal” summer for many of you, I am glad to see a lot of our policyholders planning and gearing up for programming in the coming months. As part of our efforts to make the transition back to operation as simple as possible, here is some information we want to share:

General Reminders

- [HERE](#) is a direct link to submit your application/activity report *in advance* of upcoming programs and events.
 - Make sure to select your Organization Type from the drop down box at the top and fill out the information as completely and accurately as possible, paying attention to all of the required fields.
 - Non 4-H/Extension Programs will need your Policy Number and rate in order to complete the form.
 - Because we allow events to be cancelled with no premium due, but cannot cover events after the fact if they are not submitted; it is best practice to include all planned events on your activity report and notify us in writing of any cancellations. If you need to cancel an activity, please email specialrisk@ailife.com with the event information including date(s) and serial number.



Resource Center

4-H Insurance – 05/03/2021 AIL Communication (Cont.)

- Once you have submitted your activity report form, you will receive two e-mails: One with the subject “Allife.com Form Submission from Special Risk Division” and a “Confirmation of Coverage” once it has been reviewed and processed.
 - We encourage you to save the “Allife.com Form Submission from Special Risk Division” message to track your participation numbers and send in a copy of this along with payment when your event(s) are over.
 - If you need a formal invoice, please send the completed form to accountingsrd@ailife.com with that request.
- COVID-19 Coverage information is uploaded [HERE](#).
- Filing a Claim:
 - If you have an accident/incident occur during a covered Program/Event which requires medical attention, fill out our Claim Form as completely and accurately as possible. The form must be completed by staff or volunteer who is not related to the patient and provides detailed instructions including what documentation will be needed to proceed. A PDF of the form is available online [HERE](#).



Resource Center

4-H Insurance – 05/03/2021 AIL Communication (Cont.)

AIL Special Risk Division Contacts – Toll Free Phone # 1-800-849-4820:

Office Hours: Monday-Friday, 8:30 a.m. to 5:00 p.m. Eastern

- For general questions or if you're not sure who you should speak to, e-mail specialrisk@ailife.com
- Erin Bain – Director – efbain@ailife.com
- Laurel Fassold – Accounting – accountingsrd@ailife.com
- Chris Fields – Claims – claimssrd@ailife.com

Our Motto is “Serving Those Who Serve Others” and we are proud to be continuing our partnership with so many wonderful organizations who do that every day. If you have any questions, please do not hesitate to reach out.

Erin F. Bain, M.P.A. (she, her, hers)

Director, Special Risk Division | American Income Life

o: 800-849-4820 x.3 | d: 317-436-1005

www.ailife.com/SpecialRiskDivision

efbain@ailife.com



UF | IFAS Extension
UNIVERSITY of FLORIDA



Go Forth ...
and Conquer!!!



Why





Thank you for ALL you have done ...

Thank you for ALL you do...

UF | IFAS Extension
UNIVERSITY of FLORIDA



Thank you for ALL you are doing ...

... and ALL you will be doing!!

A sunset scene over the ocean with a sailboat and silhouetted trees. The sun is low on the horizon, casting a warm glow over the water. A sailboat with two sails is visible in the distance. The foreground is dominated by the dark silhouettes of trees and branches, framing the scene.

NOT THE DESTINATION ..

BUT THE JOURNEY!!

BON VOYAGE & BLESSINGS