

## **How To Return Your Sponsorship / Ad Sales**

The following is a set of rules explaining how to turn in your sponsorship/ad forms. We hope that it will help not only us, but you, in totaling your sales. Please follow these steps before you come to the turn-in.

1. Make sure all receipts are removed. Be sure all forms are complete.
2. Use the list sheet to total all sales. Get your LIST SHEET at the kick-off or from Fund Raising committee members or on the 4-H Fair Website **hartfordcounty4hfair.org**.
3. Separate SPONSORSHIPS/ADS by DOLLAR AMOUNTS.
4. To fill out list sheet, start by listing SPONSORSHIP/ADS.
5. In the first column, list the name of the sponsor. In the last two columns, (cash or check, or ONLINE), put the **AMOUNT** of the sponsorship under the appropriate heading.
6. At the bottom of the sheet, fill in the total of each column. **Double check your addition!**
7. Count the number of each items (clover, white, class sponsors etc.) you have and complete the bottom section of the list sheet.
8. Clip together all cash and checks, separating the two.

## **What To Do When You Arrive At The Turn-In**

Be sure that **your name, age, address, phone number, and name of your 4-H club(s), Tee shirt size** are on the top of your list sheet.

Hand your list sheet, all of your sales forms, and your money together, to the person who is “checking”. They will double check your figures and money accuracy.

**REMEMBER...4-H SALESPEOPLE ARE SELLING 4-H TO THE PUBLIC.**

**DRESS NEATLY, BE POLITE,**

**AND**

**REMEMBER TO SAY**

**THANK YOU!!!**