

Your county  
extension office



**UW**  
**Extension**  
Cooperative Extension  
Trempealeau County

Trempealeau County Government Center  
Marilyn Whalen, Interim 4-H Youth Development Agent  
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(877) 538-2311 (Toll Free)  
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## Leader's Board Funding Request Process:

We are publishing the funding request information and form. With new people always coming into the 4-H program, we want everyone aware of the process to request funds for 4-H camps, trips, and educational activities. This information can also be found on the Trempealeau County website. Please read through at your convenience.

### Instructions-Funding Request Form

The Trempealeau County 4-H Leaders Executive Board includes money in their budget to help defray some costs of 4-H educational trips or activities in which Trempealeau County 4-H members and leaders participate. The amount the Association is able to contribute in a given year depends on the success of fund raising efforts, the amounts spent in other budget areas, and the number of applicants and level of requests.

A "Funding Request Form" has been developed for use when an individual or group is requesting monetary support. Only 4-H Sponsored Events will be considered for reimbursement. Use of the form will provide a consistent, concise approach for obtaining information. Once the Committee engages in discussion relative to the request, the requestor may be asked to leave the meeting and will be notified by phone or mail of the Committee's decision.

The 4-H Leaders Executive Board will evaluate the request and the applicant is asked to follow the guidelines listed below. Currently, the Leaders Executive Board meets every month except December and July. The form should be completed and turned in to the Extension office prior to the Executive Board meeting and prior to participation in the trip or activity.

Please answer all questions completely so your request receives full attention. Individuals that receive over \$100.00 for a single event are expected to make a live presentation/action center or visual display at one or more of the following events: Performing Arts Festival, Clover College, County Fair and/or Summer Picnic. We would like individuals who receive funding for State Teams or major award trips to help encourage participation in these activities. Participants may be asked to present information about their experience following the trip or activity. The cost of events not specifically sponsored or co-sponsored by 4-H or the Trempealeau County 4-H Leaders Executive Board will not be reimbursed. A general club leader's signature is required before sending in the request form to the extension office. If you should have questions about the form or the dates of the Executive Board meetings, please call the Extension office at 715-538-2311 x210.

### For reimbursement of money:

\$30.00 and under ~ Completed "Funding Request Form" sent to the UW-Extension office 1 week prior to Executive Board Meeting and optional in person request at the monthly Leaders Executive Board Meeting.

- 30.01 and above ~ Completed "Funding Request Form" sent to the UW-Extension office 1 week prior to Executive Board Meeting and required personal appearance request at the monthly Leaders Executive Board Meeting.
- A maximum of 50% will be considered for reimbursement of expenses incurred for youth.
- Trempealeau County Certified Chaperones' expenses will be reimbursed upon completion of the form and if all other requirements have been met.
- All Reimbursement of expenses are at the discretion of the Executive Board