



Trempealeau County

# 4-H Leaders' Association

## Leader's Board Funding Request Process

The Trempealeau County 4-H Parent and Leaders Association works to provide educational opportunities to youth and adults in Trempealeau County 4-H. One of the ways that we provide these opportunities is through assisting with funding for county, state, regional, national, and international 4-H events or activities. We want those involved in the program to understand our funding request process and information about the process can be found below. If you have any questions feel free to ask a board member (a list can be found on the Extension website).

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 fundraising 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 email 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. Information about meeting dates can be found on the website here:

<https://trempealeau.extension.wisc.edu/4hyd/about-4-h/4-h-leaders-association/>

### Leader's Board Funding Request Process: Guidelines

- 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: Festival of the Arts, Clover College, County Fair and/or other event approved by the board.
- 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 one of the 4-H Leaders' Association executive board members or the 4-H Program Coordinator.



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### Leader's Board Funding Request Process: Quick Information

- If requesting \$30.00 and under:
  - Completed **Funding Request Form** must be sent (mail or email) to the Extension office 7 days **prior** to Executive Board Meeting and optional in person request at the monthly Leaders Executive Board Meeting
- If requesting \$30.01 and above:
  - Completed **Funding Request Form** must be sent (mail or email) to the Extension office 7 days **prior** to Executive Board Meeting and required personal appearance request at the monthly Leaders Executive Board Meeting
- A maximum of 50% of event/trip/activity 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.