



Chippewa County 4-H Leaders, Inc.

Courthouse, Room 13
711 North Bridge Street
Chippewa Falls, WI 54729

Instructions-Financial Reimbursement Request Form

The Chippewa County 4-H Leaders Council includes money in their budget to help defray some costs of 4-H trips/activities in which Chippewa County 4-H members participate. The amount the Council 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. For the fiscal year, the maximum reimbursement amount given per member is \$200.00 for non award trips and up to half of the total amount due for awards trips. (Example: Non Awards Trip= State Fair and Award Trip=Wisconsin 4-H Youth Conference

A "Financial Reimbursement Request Form" has been developed for use when an individual or group is requesting monetary support for an out of county educational experience. Use of the form will provide a consistent, concise approach for obtaining information.

The 4-H Leaders' Executive Board will evaluate the request and the applicant is asked to follow the guidelines listed below. The form **must** be completed and submitted to the Extension office **no later than Monday, October 1, 2018.**

Please answer all questions completely so your request receives full attention. Participants that are awarded money may be asked to present information about their experience following the trip or activity. If events outside of the county are not specifically sponsored or co-sponsored by 4-H, the Chippewa County Leaders Council will not reimburse costs of the event. The general club leader is required to sign the form. If you have questions about the form, please call the Extension Office at 715-726-7950.

For reimbursement of money:

- Forms must be signed by the Club Advisor.
- Form must be completely filled out.
- Receipts must accompany Reimbursement Request Form.
- Completed Trip Promotional Plan Form
- Members must achieve as a 4-H member in the year they are asking for funding.
- To achieve in 4-H according to Chippewa County 4-H Leaders Council, Inc., By-laws, a member must:

"Section 6. Requirements for yearly member successful completion are as follows:

Membership Requirements for Achievement Recognition

- A. Attend monthly club meetings regularly and participate in club activities (4-H Club may designate a percent rule)
- B. Give demonstration or talk
- C. Exhibit a project at club meeting, club tour, public exhibit, community or county fair
- D. Complete and turn in a 4-H Record Book to club representative by August 31 or by the date specified and approved by the club Parent Advisory Committee.

Members not completing items A - D above are not eligible for project achievement recognition."

