



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 50% for non-educational trips (up to \$200 will be funded) and up to half of the total amount due for state sponsored Educational Opportunities. (Example: Non-educational Trip= State Fair and Educational Opportunity=Wisconsin 4-H Youth Conference). For clarification, a youth enrolls for beef at the WI State Fair and their trip costs \$600. The youth will be eligible for \$200. A youth signs up for Art Beat which costs \$80, they will be reimbursed \$40.

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 October 1, 2020 or preferably within 90 days of the event.**

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 club general 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 General Advisor/Leader**.
- Form must be completely filled out.
- **Leader's Council Executive Board reserves all rights and discretion to approve or deny all claims.**
- Receipts must accompany Reimbursement Request Form. Registration forms **ARE NOT** considered receipts. You can include an invoice, confirmation email, bill from UWEX, copies of checks issued. If you have questions about what to include, please contact UW-Extension.
- Completed Experience Promotional Plan Form for those attending State Sponsored Educational Experiences. Included in this packet.
- 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."

Chippewa County 4-H Financial Reimbursement Request Form

Name _____ Club _____ Years in 4-H _____
 Address _____ Zip _____ Phone _____

Name of trip/activity _____ Dates of trip/activity (include travel) _____

Participation in this trip/activity: (Please check the category that best describes your participation.)

I chose to participate I applied and was selected by _____ I qualified by _____

<u>Budget</u>	<u>Amount (\$)</u>
Registration Fees	_____
Lodging (\$35/night or cost of State Fair)	_____
Amount received/requested from other sources*	_____
<i>Amount Requested (Total-amount received/2)</i>	_____
<i>(50% of trip/activity up to \$200 except for Educational Experiences)</i>	

If you are seeking reimbursement, proof of purchase such as receipts or invoices need to accompany this request.

***Additional Funding:** Have you requested or received funding from other sources, such as your 4-H club, other clubs, service organizations, scholarships associated with the trip/activity, fundraising efforts etc.? Please itemize here and place total in the line in the budget above.

<u>Source</u>	<u>Amount (\$)</u>
_____	_____
_____	_____
_____	_____

Please describe your role/involvement in this trip/activity. Attach an agenda or program if possible.

Please describe how your 4-H club, community and county will benefit from your participation in this trip/activity.
 (You may use the back of this sheet if needed.)

Club Leader must Complete: Is applicant in good club standing regarding attendance and participation?

Yes No Club Leader Signature _____

Youth Signature: _____ Parent Signature: _____

Please note: If you feel you have a special need that you believe the committee should be aware of, please attach a sheet describing the need.

This form must be filled out for reimbursement for youth attending the following state and national programs: **Space Camp, American Spirit East, State Conference, Citizenship Washington Focus, National Congress, National Conference, Advanced Space Camp and Space Camp Counselor.** Youth may complete all five opportunities. For each opportunity completed, youth will be reimbursed 10% the cost of the trip by the 4-H Leader's Council.

Educational Experience Promotional Plan Form

After accepting a trip opportunity, trip delegates have the opportunity to earn 10% of their trip cost for each of the following items before the next educational experience cycle which starts November 1st. The trip delegate is responsible for completing the Educational Experience Promotional Plan Form and turning it in to the Extension Office by October 1st to receive reimbursement.

1. Achievement in 4-H
2. Work an assigned shift in the 4-H Leader's Food Stand at the County Fair.
3. Present your trip experience at two 4-H Club meetings or county events.
4. Create and display/publish one 4-H marketing item such as a news release, poster, display, etc.
5. Participate in at least one county activity beyond the fair.

	In return for the 4-H Leaders' Council Financial Support, I	Date	Signature
1.	Completed a 4-H Record Book		
2.	Worked in Food Stand at County Fair		
3.	Talked at 2 4-H Clubs or other county-wide meeting to promote the 4-H Award and Trip Program	1. 2.	
4.	Created and displayed/published one 4-H marketing item such as a news release, poster, display, etc.		
5.	Actively participated in one countywide event, in addition to the fair food stand, Award and Trip Workshop		

DUE BY October 1 with Reimbursement Form IF YOU TRAVELED ON A State or National 4-H Educational Experience in 2019-2020.