

# County-Wide Project Meeting and /or Activity Funding Request

## Guidelines:

- Any Dunn County 4-H leader can request funds for a county-wide project.
- Anyone enrolled in Dunn County 4-H is eligible to attend a county-wide project meeting and/or activity. Members do not need to be enrolled in the project being presented.
- Youth are encouraged to report back to their club on the project meeting and/or activity held.
- Executive Leaders Council makes the decision to approve or deny the project meeting and/or activity request for funding. (This may include partial funding of a proposal)
- Process includes:
  1. Completed form is submitted via fax, e-mail or is dropped off at UW Ext. office, to the attention of Chris Viau
  2. Wait for approval from the Executive Leaders Council (typical turn around: 2 weeks)
  3. Submit complete information about the event for Clover Courier or Website announcement
  4. Plan event based on participation numbers. Have a participation sign in sheet at the event.
    - Please keep in mind this process should begin several weeks prior to the planned activity, considering the process for approval, publication and enrolling for the event.



## County-Wide Project Meeting and/or Activity Workshop Funding Request and Payout Form



Project and/or Activity \_\_\_\_\_

Date of event \_\_\_\_\_ Time of event \_\_\_\_\_

Location \_\_\_\_\_

Proposed registration fee \_\_\_\_\_

Estimated cost of materials needed by leader to provide to members \_\_\_\_\_

Estimated cost of any other materials needed \_\_\_\_\_

Description of project and/or activity

Amount Requested \_\_\_\_\_ Amount Approved \_\_\_\_\_

*Participation Numbers* \_\_\_\_\_

*Receipts must be attached*

*Indication of payout: check #* \_\_\_\_\_ *Amount received* \_\_\_\_\_

**I will follow all project safety guidelines for the project being taught. Non-consumable, capital items purchased by the Leaders Federation become the property of the Leaders Federation.**

Signature of leader \_\_\_\_\_

Signature of presenter if different from leader \_\_\_\_\_