

PRICE COUNTY 4-H ADULT LEADERS ASSOCIATION FUNDING POLICY

Policy purpose: means for documenting requests for funding and to monitor distribution of funds for 4-H youth and volunteers. Objective is to further promote, expand and utilize educational opportunities sponsored by the 4-H program (at any level -- local club, county, district, etc.) ****There are confidential grants available. To request a grant, please complete a Grant Form and turn it into the UW-Extension Office prior to your trip. The 4-H Youth Development Educator has been authorized to distribute up to \$200 of discretionary money to 4-H members in need for participation in any 4-H activity if a Grant Form has been completed and is on file. Distribution will be respected as a confidential matter. Examples might include summer camps, county workshops, etc.**

Requesting funding:

1. The Price County 4-H Leaders' Association has the right to reject any or all requests for funding pending funds available and number of applicants.
2. Requests must be made in writing on funding request voucher forms available from the Price County UW-Extension Office. Such requests should be made before the event if possible. Any request should be made no later than the next Leaders' Association Meeting by the individual who will be participating. We cannot promise funding for an event if the request comes after it has occurred. Requests should be made only for the registration fee or base cost; should not include costs of incidentals.
3. Request for funds is not to duplicate actual costs already covered by fundraising, solicitation or donation, (no 4-H fundraising or solicitation is to be done without knowledge and approval of the 4-H Adult Leader's Association). Monies requested from 4-H clubs or groups are not counted as fundraised dollars.
4. Payment will be made after attending an event. The exception being registration fees for Portfolio Award Process awarded trips and activities with a cancellation policy defined which will be paid in advance.
5. It is the participant's responsibility to claim refunds if they cancel and assume reimbursement liability for funds pre-paid by the Association.
6. Extended credit may be applied for through the Association. If approved, a payment plan agreement will be determined.
7. Mileage may be paid if requested for officially recognized vehicle attending a 4-H event (must be willing to transport other participants when able and appropriate) at the IRS Volunteer Reimbursement Rate up to \$150 maximum per trip.

Responsibilities of Those Receiving Funding:

1. Adult volunteers and youth leaders who obtain funding are expected to contribute leadership/knowledge gained to the local 4-H program (either club or county level).
2. 4-H members granted funding should share knowledge gained with their club and summarize their experience in an article for the 4-H newsletter and/or local newspaper.
3. Anyone (or their family) receiving funding is encouraged to fundraise a portion of the costs and contribute to countywide fundraising for the organization, e.g., Dining Hall at fair, solicitation campaign, Silent Auction, etc.

How funding will be determined:

Voucher requests will be reviewed at the monthly meeting of the 4-H Adult Leaders Association. Rule of thumb is that **25%** of the registration or base cost up to **\$200** will be awarded all 4-H youth attending 4-H sponsored events. You are encouraged to fundraise another 25% or more of the balance of the cost. Trainings for youth and adults will be reimbursed 100% up to **\$80** per event. Person completing the voucher request would be notified in writing of the outcome and any conditions of the support. **Some examples of funded opportunities are State Art Beat!, State Art Camp, US Space Camp, International Programs, State Adventure Programs, and project trainings for Shooting Sports, Dog Projects and more.**

Situations not requiring a request voucher:

1. Volunteers chaperoning 4-H youth to 4-H events will have registration fees paid in full. Mileage paid as noted above if requested.
2. Youth attending 4-H contests representing Price County, e.g., Quiz Bowls, Animal Science Day, Plant Science Day, etc. and Wisconsin State Fair Style Shows & Demonstrations will have registration and costs covered.
3. Trips awarded through the county Older Member Portfolio Award Process (**youth in grade 8 and up are eligible**) are funded at 50%. Older Member Portfolio Award Process trips include Citizenship Washington Focus, State 4-H Youth Conference, I DARE YOU Leadership Camp, State Arts Leadership Lab, National 4-H Congress, Space Camp, American Spirit Experience and nominations for National 4-H Conference, State Art Team, Showcase Singers, Drama Company and Press Team, and Pathfinders Program. Information on the Older Member Portfolio Award Process can be obtained from the UW-Extension Office.
4. Repeat funding for participation in 4-H teams and 4-H sponsored trips and events will be made based on available funds in the 4-H Leaders Association Budget.

FUNDING REQUEST VOUCHER

Please return to the UW-Extension office to be forwarded to the 4-H Adult Leaders Association for review before the first Monday of the month. *(An Income/Expense Form and Receipts will be requested following approval.)*

Date Submitting: _____

Person Submitting: _____ Phone: _____

Address: _____

E-mail Address: _____

Name of Event/Trip: _____ # of County Participants Attending: _____

Date and Location of Event/Trip: _____

Cost of Event/Trip/Training:
Registration Fee _____ Plus (+) Mileage Estimate _____ = Total _____

Are you able to transport other participants? _____ If yes, # of seats available: _____

Briefly describe benefit of event/trip to yourself as well as to the total 4-H youth development program in Price County: _____

Briefly describe plans for sharing information with others in the Price County 4-H Youth Development Program: _____

FOR ASSOCIATION USE ONLY

Actual \$ Awarded: _____

Conditions stipulated: Report to Club News Article
 Fundraising Help _____
 Other _____