

4-H Event/Activity/Fundraising Form

Date Received

Date Approved

Request must be submitted to Extension Office two weeks prior to event for approval

Person(s) making request: Phone:

Event Start Date: Event End Date:

Name of Activity/Event:

Description (include educational purpose, who will benefit from this 4-H event, activity, or fundraising):

Location:

What will funds/awards be used for:

Destination of event proceeds:

<input type="checkbox"/>	Club Account	\$	<input type="text"/>
<input type="checkbox"/>	4-H Council	\$	<input type="text"/>
<input type="checkbox"/>	Other	\$	<input type="text"/>

Permission and Release Forms will be needed for any non 4-H participants. (EX Open horse show Permission/Release Form must be signed for non 4-H participants.) Permission/Release Forms are available at the Extension Office. Person responsible must have form prior to event and it must be attached to this form after the event.

Completed form must be returned 2 weeks after completion of 4-H event/activity/fundraiser event.

Due Date:

- National/State Policy: All fundraising or use of the 4-H emblem may only be used with approval and is restricted to being used for 4-H educational events or activities. No use of funds can be utilized for a private individual or cause. This approval allows the event or activity to use the 4-H name and emblem. Any trophies or ribbons must contain the 4-H emblem. For additional information, see State 4-H Treasure Handbook.

4-H Event/Activity/Fundraising Form (continued)

Expenses: (supplies, rentals, meals, equipment, insurance, mileage—itemize all costs and include copies of all receipts) attach additional pages if needed.

Amount (\$) Item Description

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Total (\$):

Income: (Itemize registration fees, entry fees, donations—Include copies of deposit slips or receipts)

Amount (\$) Item Description

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Total (\$):

List all 4-H members, leaders and or parents that participated or benefit from this event/activity/ or fundraiser: (attach additional pages if necessary.)

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Signature of MSU Extension Agent Approving

Signature of Requestor

Return form to: MSU/Lake County Extension
300 3rd Ave NW
Ronan, MT 59864
or by email to lake1@montana.edu

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