

CLARK COUNTY 4-H LEADER'S FEDERATION

Finance Request (Personal, Club, Committee, Activity Directly related to 4-H)

The Clark County Leader's Federation has the Clark County Fair 4-H food stand as a major fundraiser. In addition, funds are raised with the Plat Book, which is on a three-year cycle. Club leaders and youth earned the money by assisting in the food stand, or getting plat book advertisements. **An activity directly related to 4-H to enhance the learning of youth is worthy of being considered to receive funds, contingent upon a record book being submitted to reflect on the learning the youth was engaged in.** Unless a program has money allocated (e.g. state and national trips like CWF, LWF, American Spirit, State Fair, etc.).

Step One

Notify the current President, Treasurer, or Agent via email, phone, fax, or snail mail to get your financial request on the next Leaders Federation agenda. Meetings are every month except August.

Step Two – Information required to be included on Leaders Federation agenda

1. Person who made the request
2. Individual(s) who will attend the Leaders meeting to present the request
3. Amount of money requested: \$ _____
4. What will the money be used for
5. Goal(s) to be achieved by youth participants

Step Three – Attend the Leaders Federation Meeting

1. Be present for pledges and stay for as long as you are able
2. Present your request during the Treasurers Report
 - a. Be prepared to answer questions about your request (a few but not all question possibilities)
 - i. Timeline of the project / Supply list
 - ii. Who is in charge, who is your target audience, the number of people you want to participate?
 - iii. Goals you have created for this program, etc.
 - iv. Individuals funds are going to support have completed record books
 - b. Step out of the room while the governing body is discussing and voting on the request
 - c. Return to the room when requested to listen to their verdict. Your request may be:
 - i. Approved as you requested
 - ii. Denied
 - iii. Partial approval (some of the fund request but not the full amount)
 - iv. Request to develop your proposal more thoroughly, etc.
3. Thank the Leaders Federation for deliberating your request.

Step Four – Report Back on appropriated fund use

1. Submit a short article for the Cloverleaf with an attached digital picture. Please submit to the UWEX office a week to ten days after the events has occurrence.

