

## FUNDING SUPPORT GUIDELINES FOR 4-H MEMBERS AND LEADERS

The Jefferson County 4-H Council exists to support, promote, encourage, foster and develop the 4-H Youth Development Program in Jefferson County. County Council is able to accomplish its mission thanks to the annual 4-H Tree Sale, the Jefferson County 4-H Foundation and miscellaneous fundraisers and donations. Proceeds provide funding for 4-H Members and Leaders to take advantage of all that 4-H has to offer.

The following guidelines are used by the Jefferson County 4-H Council to provide funding support to Jefferson County 4-H Members, Leaders, and County 4-H programs. The intent of the Jefferson County 4-H Council is to fund the participants in as helpful a way as possible. "4-H is a community of young people across America learning leadership, citizenship and life skills"; and so it is important that County Council not simply 'give' money but also help youth and volunteers to plant seeds for learning and growth. In the spirit of "giving back" to the community, requests for reimbursement or hardship requests for funding may require additional commitments on the part of the recipient such as project completion, showing at Fair, a demonstration/speech to the Jefferson County 4-H Council, or participation in fundraising events.

Funding requests must be submitted on the *Application for Jeffco 4-H County Council Funding* form to the Extension Office **by the County Council meeting following the event. All requests due to financial hardship must include a letter addressed to the President of Jefferson County 4-H Council explaining the nature of the financial hardship.** These guidelines were revised and approved by the Jefferson County 4-H Council on February 3, 2015.

The Jefferson County 4-H Council meetings are held monthly, except August, on the first Tuesday of the month. The meetings are at 6:00 PM, and take place in the ECMR at the Jefferson County Fairgrounds. More participation and interest in County Council is always welcome and supported, all clubs have the ability to vote at each meeting. Consider becoming involved in the financial portion of the 4-H program, for further information or clarification, please contact Barbie Garnett at [bgarnett@co.jefferson.co.us](mailto:bgarnett@co.jefferson.co.us)

### General Conditions of Funding:

1. Funding is provided as reimbursement to expenses incurred, except for direct requests.
2. County Council does not have an unlimited budget. With that in mind, no funding is guaranteed and the County Council budget line item and available funds will ultimately dictate availability of funds for reimbursement.
3. The Jefferson County 4-H Council does not pay for late fees or fines associated with late registration.
4. Funding may include special terms (e.g. project completion, showing at Fair, a demonstration/speech to the Jefferson County 4-H Council, or participation in fundraising events).
5. There will be a returned check fee. The Jefferson County 4-H Council will not accept responsibility for inadequate funds.
6. The participant agrees to fully reimburse the Jefferson County 4-H Council for any funding received if the participant does not attend the designated event or complete the special terms of funding. Neither reimbursements nor refunds are available in the event of a member's cancellation.
7. Youth Senators and Alternate Senators, District 3 and State officers, are sometimes required to attend events/meetings. In those cases, Jefferson County 4-H Council will reimburse 100% of registration costs and lodging.
8. Leaders serving as Chaperones will be reimbursed 100% of registration costs and lodging.

### CLC-Colorado Leadership Camp (Fall, location varies):

Up to 50% of the registration fees (including registration, lodging and meals) will be reimbursed. No mileage reimbursement will be given.

### State Leader Forum and State Leader Council (Fall, location varies):

All Jefferson County Leaders will receive full reimbursement of registration fees. Participants will receive an equal portion of the budget line item not to exceed the registration fee.

4-H National Congress (Fall, Atlanta):

One eligible youth member will be funded each year with up to 100% of total cost (identified by the State 4-H Office). If there is more than one participant, reimbursement will be prorated.

LDC-Leadership Development Conference and State Leader Council (January, Denver):

For youth, up to 50% of the registration fees (including registration, lodging and meals) will be reimbursed. Participants will receive an equal portion of the budget line item not to exceed the registration fee. No mileage reimbursement will be given.

Western Regional Leader Forum (Winter, location varies):

Up to four (4) first-time participants will receive an equal portion of the budget line item not to exceed the registration fee.

Youth Fest (February, location varies):

Up to 50% of the registration fees (including registration, lodging and meals) will be reimbursed. No mileage reimbursement will be given.

4-H National Conference (Spring, Washington, D.C.):

One eligible youth member will be funded each year with up to 100% of total cost (identified by the State 4-H Office). If there is more than one participant, reimbursement will be prorated.

CWF-Citizenship Washington Focus (Summer, Washington, D.C.):

Two eligible members will be funded each year up to 100% of total cost (identified by the State 4-H Office). If there are more than two participants, reimbursement will be prorated.

State 4-H Conference (June, CSU, Ft. Collins):

For youth, up to 50% of the registration fees (including registration, lodging and meals) will be reimbursed. Participants will receive an equal portion of the budget line item not to exceed the registration fee. No mileage reimbursement will be given.

State Fair (August, State Fair Grounds, Pueblo):

Using the State Fair Funding Form to request for reimbursement from the Jefferson County 4-H Council by September 1. All requests will be divided among participants in a fair manner using the formulas on the form and what is budgeted. The requests should only come from those who actively participate at the Colorado State Fair – 4-H Division. **Members will be required to participate in one County Council meeting and one County Council sponsored fundraising event prior to applying for any state fair funds.**

County Teams/National Competitions (Horse, Livestock, Other, throughout the year):

Teams/Individuals are to submit a budget of planned expenses for the year. This budget is to include a detail of anticipated expenses (description and amount), time frame in which the expenses will be disbursed, and details of planned fundraisers (how much they expect to raise and how). The budget must be completed, signed by all parties involved (coach, each member, and parents) and presented to the Jefferson County 4-H Council by all possible members participating on the team. The Jefferson County 4-H Council will then determine how much assistance it can provide. For teams, the reimbursement will be sent to the coach to distribute among team members.

Other Member/Leader Opportunities:

The Jefferson County 4-H Council will consider requests made by members and leaders who desire to participate in 4-H activities and events that are not in the above listed events/divisions.

Hardship:

Any members or leaders needing further financial assistance in order to participate in a specific event in the 4-H program may make a request in a letter attached to the *Application for Jefferson County 4-H Council Funding*. The letter and Application must be submitted to the President of the County Council or the 4-H office prior to a Jefferson County 4-H Council meeting. **Members applying for Hardship funds will be required to complete at least one project to qualify for funding in the future.**