

DOOR COUNTY 4-H LEADERS ASSOCIATION

EVENT REIMBURSEMENT REQUEST

WHO IS SUBMITTING THIS REQUEST:

Name: _____

Club (if appropriate): _____

Number to call with questions: _____

WHO SHOULD CHECK BE MADE OUT AND SENT TO:

Individual Name or Club/Group Name: _____

Street Address: _____

City, State, ZIP: _____

Name Who Attended Event: _____



18 USC 707



PLEASE NOTE: YOUTH WHO ATTENDED EVENT MUST FILL OUT THE SUMMARY PAGE TO THIS REIMBURSEMENT REQUEST BEFORE REIMBURSEMENT WILL BE COMPLETED.

DATE OF PURCHASE	DESCRIPTION AND REASON FOR PURCHASE (IF EVENT BASED, PLEASE LIST)	RECEIPT ATTACHED*	INVOICE ATTACHED*	TOTAL
*IF REQUEST IS FOR MILEAGE, LIST BEGINNING AND ENDING MILEAGE AND TOTAL MILES			TOTAL REQUEST	

Signature of Submitter: _____ Date: _____

Submit request form with receipts and/or invoices to:

Door County 4-H Leaders Association
Extension Office
421 Nebraska Street
Sturgeon Bay, WI 54235
candis.dart@wisc.edu

****Note: There must be a receipt (or other proof of attendance) as well as the event summary submitted with this form before reimbursement will be processed.****

You may also bring form to the Leaders Association meeting and deliver directly to the Leaders Association Treasurer. Checks will be made and signed the 1st Tuesday of every month. Forms and supporting documents can be submitted at least 3 days prior to the 1st Tuesday of the month to be paid that month. If submitted after, or at the Leaders Association meeting, we will try to accommodate requests, but reimbursement is guaranteed by the following meeting.

FOR EXECUTIVE COMMITTEE USE ONLY		
DATE APPROVED:	CHECK NUMBER:	INITIALS OF WHO SIGNED CHECK:
CHECK PICKED UP IN PERSON BY:	CHECK MAILED (DATE AND INITIALS):	COMMENTS:

YOUTH EVENT SUMMARY

This form is to be completed only by the youth who attended.

Name: _____

Date of Event: _____

Location of Event: _____

Please write about any activities that you participated in during your experience:

Please write about anything you learned during your experience.

Would you recommend this event to other 4-H members? If yes, explain why.

Would you attend this event in the future?

Do you have any pictures you would like to share? We would love to share your experience in future promotions if you would like that. If so, please send pictures to candis.dart@wisc.edu or attach with this form.