Attention All 4-H Clubs

Half of each member’s participation fee remains in the county to be used to support new programming or enhance current educational programs. Request forms are now being accepted for the allocation of participation fees. The basic rule for the use of funds generated by the participation fee is that they must be spent to support new programming or upgrades/updates/expansions of existing educational programs.

A Participation Fee funding Request form is available for clubs and/or members to complete to request use of participation fees. The procedure is to file a detailed Request form. The form will be reviewed by at least two staff members, two Advisory Council adult members and one Advisory Council teen on a monthly basis. Only requests that are made prior to any money being spent will be honored. Reimbursements for expenses made before acceptance or denial of the Request form will not be made.

The form should include:
- What the items(s) or expenses requested will be used for,
- How it is related to 4-H education,
- How the item(s) will be used,
- Will this be a new activity or how will it enhance an existing activity?
- How will you show these funds made a difference or an impact?

A detailed order form or purchase information, included vendor name, address, item cost, tax, shipping costs, etc. should be attached to the request form as funds will be paid by the Council to the appropriate vendor.

The basic rule for use of funds is that they must be spent to support new programming or upgrades/updates/expansions of existing programs. Some examples include:
- Purchasing or developing materials for brand new program areas
- Purchasing newly revised curriculums for use within the county
- Purchasing existing curriculums that haven’t previously been used in that county
- Updating existing program materials (books, DVD’s, etc) to include new research, practices, etc.
- Improving established educational programs in Kent County.
- Taking programs to new audiences within the community and/or assisting in new club formation

Examples of things that the fee cannot be used for include:
- Paying the insurance fee for participants
- Covering the cost of youth show or fair expenses
- Buying equipment or supplies for shows and exhibitions
- Individual clubs will not be given the $5 per member

After receiving a grant, each 4-H club will be required to report on their project to the Kent County 4-H Council.

Each request will be reviewed at the next regularly scheduled Council meeting following the request submission. The Kent County 4-H Council meets on the fourth Monday of the month. The Council does not meet in August or December.
Request for use of Participation Fees

To: Kent 4-H Council

From:

Date:

Amount Requested:
Note: You must attach a complete order form showing the item(s) and amount(s) being requested. If this is not applicable, please have documentation to show how you arrived at the amount requested.

What is the request for?

How will this relate to 4-H Education?

Who will benefit from this request?

How is this going to be used, i.e. Workshops, trainings, etc?

What is the new activity or how are you enhancing a current activity?

How will you know if your event/activity was successful? How will you measure?

Person heading the project: ___________________________  phone: ______________

Relationship to 4-H program (leader, member, parent, etc.): ___________________________

Processing being used for requests:
► Request before purchase
► Review by committee
► Notification of approval or denial in writing to applicant
► Report to 4-H Council required if approved.

This form is available on the Kent MSUE 4-H web page, or by contacted the Kent MSU Extension Office 616 336-3265