Bay County 4-H Council
Scholarship Reimbursement Policy

1. Scholarship requests are to come through club leaders to council on the enclosed request form. Requests must be SIGNED BY CLUB LEADER verifying participation by the member in the designated activities.

2. The amount of scholarship money given will be determined by calculation from the request form and approved by the 4-H Advisory Council. Financial hardship and other special cases will be handled on a case-by-case basis by the 4-H Advisory Council.

3. Scholarship money will be determined as follows:
   a. Kettunen Center 50% of cost (eligible for up to 100% - one time only)
   b. Camp 50% of cost
   c. County-sponsored Event 50% of cost
   d. MSU Exploration Days 50% of cost (eligible for up to 100% - one time only)
   e. Capitol Experience 50% of cost
   f. National Awards $100.00

4. Each member is eligible to receive up to 100% (one time only) on a Kettunen Center program and Exploration Days

5. Scholarship will be received after event and approval from 4-H Advisory Council. Special requests for financial hardship to be given before event will be assessed on a case-by-case basis. For any reason if scholarship is given ahead of time and member does not attend event and it is after the deadline to cancel, you will need to repay 100% of the scholarship funds back to 4-H Advisory Council.

6. Those receiving scholarships are to make a presentation (written or oral) to a livestock meeting or council meeting telling about the function they attended, this must be done within 90 days of the event reimbursement will be given at this time.

7. The final decision on the amount of scholarship dollars given is the responsibility of the Bay County 4-H Advisory Council.

Updated January 2016
Name: ___________________________________________ _______________________________________

Address: ___________________________________________ City: _____________________________, MI Zip: _____________________________

Scholarship Requested for: ___________________________ Date(s): __________________________

Total Registration Cost: $_________________________ Any other funds given: $_________________________

List activities you have participated in during the 12 month period before the event you will be attending. You must include all dates:

COMMUNITY SERVICE OUTSIDE OF 4-H (30%) Examples include: Church, School, Shelter Volunteering, etc.
1. ______________________________________________________________ MM/DD/YY
2. ______________________________________________________________ MM/DD/YY
3. ______________________________________________________________ MM/DD/YY

CLUB ACTIVITIES* (30%) Examples include: Craft Making, Group Outing, Livestock Workshop, etc.
1. ______________________________________________________________ MM/DD/YY
2. ______________________________________________________________ MM/DD/YY
3. ______________________________________________________________ MM/DD/YY

4-H COUNCIL ACTIVITY* (20%) Examples include: Soup Supper, Pancake Breakfast, T.S.C., Parade, counselor, etc.
1. ______________________________________________________________ MM/DD/YY
2. ______________________________________________________________ MM/DD/YY

4-H COUNCIL MEETING (10%)  
1. ______________________________________________________________ MM/DD/YY

4-H COUNCIL ACTIVITY* OR FAIR BOARD ACTIVITY* (10%) - excludes fair week
1. ______________________________________________________________ MM/DD/YY

Any questions when filling out this form can be directed to any 4-H Advisory Council Member

As the leader of the ____________________________ 4-H Club, I am confirming that ____________________________ has taken part in the activities as described above.

LEADER’S SIGNATURE: ______________________________________________ MM/DD/YY

*For an activity to qualify you for a scholarship, you must have spent a significant amount of time doing that activity.

Bay County 4-H Advisory Council Action

☐ Approved for amount $____________ Council Signature: ______________________________

☐ Disapproved MM/DD/YY____________

☐ PRESENTATION DATE MM/DD/YY____________
Bay County 4-H Council
Scholarship Reimbursement Request Form for Leaders *

This form must be competed and returned to 4-H Council or MSU Extension no later than 90 days after attending the event.

Name: _____________________________________________________________

Address: __________________________ City: ____________________________, MI Zip: ______________________________

Scholarship Requested for: __________________________________________ Date(s): ________________

Total Registration Cost: $________________________ Any other funds given: $__________________________

If approved by Bay County 4-H Council 100% of registration cost could be reimbursed.

Please write a brief description of how this training will enhance 4-H programs in Bay County:

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

*Leader is an approved volunteer through the MSU Extension process.

Bay County 4-H Advisory Council Action

☐ Approved for amount $___________ Council Signature: ______________________________

☐ Disapproved MM/DD/YY____________

Updated March 2016