

Financial Reimbursement Policy Guidelines

Mission

The Polk County 4-H Leaders Federation has as one of its primary functions the financial assurance of the 4-H education program for Polk County. Funds are raised for this sole intent.

Requesting of Funds

Fundraising participation is the responsibility of all leaders and members. Funds should be requested to enhance the educational experience of youth and not for the financial gain or abuse by anyone.

To receive payment with this policy, participants must apply to Polk County 4-H Awards Committee and be awarded a reimbursement for Educational experiences/trips. To apply, please submit the original receipt of registration or expense. Any deviation from this policy must be approved in advance of the educational experience by a personal request of the Polk County 4-H Leaders Federation Board at a regularly scheduled meeting. Leaders Federation meeting occur six times a year.

State/National Trips Covered

- 1) National Congress/Conference - Full expenses of registration fees and travel expenses billed by the state to Polk County (the participant must still apply to the Awards Committee).
- 2) Citizenship Washington Focus (CWF), American Spirit East and West, other similar trips newly introduced by WI State 4-H office - $\frac{2}{3}$ of registration and travel expenses billed by the state to Polk County (participant must still apply to the Awards Committee and only one of these trips per youth in a given year will be considered for reimbursement).
- 3) State Conference
 - a) First time attendee's expenses billed by the state to Polk County will be covered with the exception of \$25. Additional seminar expenses chosen by the participant choice are the participant's responsibility (participant must still apply to the Awards Committee for reimbursement).
 - b) Youth who are attending as an Ambassador will also pay the \$25 fee and an additional seminar fees. The remainder of the State Conference cost will be covered. Youth who have been selected for one of the State Teams will be considered under the "Reimbursement Information" on the preceding page as any youth is eligible to participate on State Teams multiple years until grade 13.
- 4) Space Camp - $\frac{1}{2}$ of the registration fee and travel expenses are possible to be reimbursed, the other $\frac{1}{2}$ is the participant's responsibility (participant must still apply to the Awards Committee).

** Each of these trips/experiences can be reimbursed only once. (with the exception of State Teams)**

Assessments Covered (Club donations are used to assist in offsetting these items as well)

- 1) 4-H Literature for members and leaders; teleconferences and educational material and media collection materials used for county educational workshops and programs.
- 2) Insurance for members through American Income Life and 4-H Foundation Member Assessment.
- 3) Leaders Council meeting expenses for county representative(s).
- 4) Performance Arts Festival.
- 5) 4-H Camp Assessment plus 50% of camper registration costs.
- 6) Promotional materials for county wide 4-H promotion, including National 4-H Week.
 - a) Window Display Prizes: \$40.
- 7) Area Animal Science Days, Judging Teams/Bowl Registration Fees
- 8) State Youth Leader Council selected member assessment \$100.00.
- 9) Chaperones where needed will have appropriate expenses reimbursed.

No State Fair expenses will be reimbursed.

Revised September 2022



Polk County Leaders Federation, Inc.

Application for Reimbursement for 4-H Event/Program/Workshop

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address City State ZIP Code

Age Grade in School # years in 4-H

Home Phone: () _____ 4-H Club Current Member of: _____

Reimbursement Requested for: _____

1st time to attend this/similar event 2nd time to attend this/similar event 3rd time to attend this/similar event

In return for funding, it is the hope of the Leaders Federation, Inc. that experiences will enhance the 4-H member, who in turn will be willing to give back to the 4-H program in some way.

I intend to use what I learn at this event in what ways?

I will use this experience to help benefit the Polk County 4-H program in what ways? (Examples include a youth leadership project display at the fair, a poster board or tabletop setup showing the experience, creating a slideshow for use at 4-H events or the county awards ceremony, a display board to show others about the experience).

Applicant Signature _____ Date _____

The Polk County 4-H Leaders Federation, Inc. has as one of its primary functions the financial assurance of the 4-H educational program for Polk County. Funds are raised for this sole intent and fundraising participation is the responsibility of all leaders and members. As a requestor of funds, it is understood that I am responsible to assist in Polk County Leaders Federation by helping to fundraise this year in the 4-H Food Booth at the Polk County Fair, through plat books sales and other fundraisers sponsored by the Polk County Leaders Federation, Inc. I am willing and committed to assisting with these fundraising efforts while involved in 4-H _____ (initials).

Reimbursement Information

Reimbursement is calculated by paying for 50% of the cost of the registration for a first time participant. Lodging outside of what is included with a registration fee, mileage and extra meals outside of the registration are the participants' responsibility to fund. If/when a member repeats an experience a second time, reimbursement for the experience is at a rate of 50% of the first experience reimbursement. If/when a member repeats an experience a third time, reimbursement is at a rate of 50% of the second experience reimbursement. No registration reimbursement will be considered for repeating an experience greater than three times, except as noted on back.

Reimbursable registration for 1st time experience	50% of registration
Reimbursable registration for 2nd time experience	50% of 1 st time registration amount
Reimbursable registration for 3rd time experience	50% of 2 nd time registration amount
Reimbursable registration for greater than 3rd time	No reimbursement available – still encouraged to attend

It is each member's responsibility to accurately report repeating an experience. Failure to do so may exempt you from future funding by the Leaders Federation.