



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: _____



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

Signature of Submitter: _____ Date: _____

Submit request form with receipts and/or invoices to: ****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.****
 Brown County 4-H Leaders Association
 2019 Technology Way, Room#113
 Green Bay, WI 54311
Bc4hleaderstreasurer@gmail.com

You may also bring form to or get from at Leaders Association meetings 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:

BROWN COUNTY SUMMER CAMP YOUTH SUMMARY

Front side of form is to be filled out by the youth who attended.

Youths Name:

Date and Name of the 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 4h@browncountywi.gov or attach with this form.

The above listed youth has given a presentation to _____ 4-H Club regarding their experience at the above listed Brown County Summer Camp. Please reimburse them \$25 dollars of the registration fee after they complete and submit both sides of this form.

Signed: _____ Date: _____

Club Leaders Name Printed: