



Lavaca County 4-H Reimbursement Policy

*Submit the reimbursement form after you return from the event or activity. Multiple events may be combined for one reimbursement. All reimbursements must be submitted within the calendar year for which they are requested. Reimbursements will not be made without the submission of this form and supporting documentation and **only to the extent that funds are available.***

Reimbursements will be allotted as follows:

- Registration for District Leadership Lab, District Jr. Leader Lab, and District Crossroads – 50% youth; 100% Adult Volunteers
- Registration for camps and activities at the Texas 4-H Center – 50% Youth; 100% Adult volunteers
- State Leadership Positions – State Council and Ambassadors – up to \$100 per year
- Contest Entry Fees – District- 50%, State and National – 100%
- National 4-H Congress and Texas Leadership Conference (DC Trip) - \$800 (approximately 50% of the cost)
- National 4-H Washington Focus - \$800
- State Level Project Workshops/Schools – 25% (only those events registered for on 4-H online are guaranteed reimbursement. Event must be a Texas 4-H event).
- Texas 4-H Congress – 100%
- American Youth Foundation National Leadership Conference (I Dare You recipients) - \$150
- Other 4-H Sponsored National and International Trips - \$150
- Overnight stay expenses may be partially supported for events where members and volunteers are representing Lavaca County, i.e. Texas 4-H Round-up when approved by the County 4-H Coordinator in advance.



Lavaca County 4-H Reimbursement Form

Name of person submitting this form: _____

Name of person or people that the reimbursements cover: _____

To Whom shall the check be written? _____

Name of Event: _____

Location of Event: _____

Date(s): _____

Total Amount Requested: _____

Please use the attached worksheet to calculate your request amount. If uncertain of the total leave the line on this page blank.

Please attach your registration receipt. If not accompanied by a Lavaca County Agent, also provide some proof of attendance.

Please provide separate forms for separate events. Siblings and family members may combine on one form for same events but only one check will be written.

Brief handwritten statement from participant(s). Use the back if necessary:

What are you going to do or have already done to share your experience with Lavaca County 4-H and the community?

Participants Signature(s)

Date Submitted



Lavaca County 4-H Reimbursement Worksheet

Please attach supporting documentation and this worksheet to your reimbursement request. If not accompanied by an agent, supporting documentation should be provided that shows proof of participation. This could be a picture, handouts given at the event, results list, etc.

Event	Total Expense Amount	Percentage	Actual Reimbursement Amount
District Leadership Event		50% Youth 100% Adults	
TX 4-H Center Events		50% Youth 100% Adults	
State Level Leadership Positions		Up to \$100/calendar year	
4-H Contest Entry Fees (4-H online)		50% District 100% State and National	
National Trips		Up to \$800	
State Level Project Workshops		25%	
TX 4-H Congress		100%	
AYF-NLC		\$150	
Other National and International 4-H Trips		\$150	
Other specify:			