

**Williamson County 4-H Adult Leaders Association**  
**2021-2022 Camp/Event Reimbursement Request Form**

**Requests due by 4:00pm on August 30, 2022 at the County Extension Office – this form and event invoice/receipt**

Submit in person or via email to [Amy.Hays@ag.tamu.edu](mailto:Amy.Hays@ag.tamu.edu). Late or incomplete submissions will not be accepted.

Reimbursement checks will be available on September 6 and pick up times will be communicated.

Please use one form per 4-H member and one form for each event      Type or print legibly

Date of request: \_\_\_\_\_ Request submitted by/Payable to: \_\_\_\_\_

Name of 4-H member who attended the camp/event: \_\_\_\_\_

4-H Member's club: \_\_\_\_\_

Name of camp/event requesting reimbursement for: \_\_\_\_\_

Camp/event sponsored by: \_\_\_\_\_ Date(s) of camp/event: \_\_\_\_\_

Total registration amount paid: \_\_\_\_\_

*A receipt showing the name of the 4-H member registered, event name, and amount paid must be submitted with this request*

Was any portion of the registration paid by another 4-H club/group? (Yes or no) \_\_\_\_\_

*This could include sponsorship by a 4-H club/group, club reimbursement of partial or all fees, etc.*

If yes, please provide the amount paid/already reimbursed: \_\_\_\_\_

Have you submitted requests for any other camps/events for this 4-H year? If yes, please list the names of all camps/events for which a request was made: \_\_\_\_\_

Please review the current ALA Financial Guidelines for complete details regarding camp/event reimbursements. Some important details to note:

- Reimbursement request must include proof of payment and must be submitted by the deadline. Submission of a reimbursement form does not guarantee reimbursement will be granted. Incomplete request forms will not be considered.
- Eligible camp activities include 4-H Sponsored camp activities and 4-H project related camp activities sponsored by a college or university.
- Subject to available funds, camp reimbursements are made to the parent or guardian of registered 4-H members for up to three (3) camps per child, per 4-H year based on funds availability and the following limitations:
  - The reimbursement for the first camp attended will be one half (1/2) of the registration fee for a maximum reimbursement of \$100.
  - If additional funds are available, a second and third camp may be reimbursed up to one half (1/2) of the registration fee for a maximum reimbursement of \$75.
  - If the camp requires a chaperone, fees for one (1) chaperone per team or group up to eight(8) may be considered.
  - Registration fees for State Contests will be one half (1/2) of the registration fee for a maximum reimbursement amount of \$50.
  - Texas 4-H Congress may be reimbursed for a maximum amount of \$100.
  - National 4-H Congress, Texas Leadership Conference, National 4-H conference, and National/International Competitions may be reimbursed for a maximum amount of \$500 per 4-H member

*ALA Treasurer notes:*