



4-H District, Region, Committee Event Proposal, Budget & Financial Summary

Part A: Event Proposal

Note that the following blanks require completion by the governing council, prior to a committee's submission of this Event Proposal, Budget & Financial Summary for approval.

1. Each 4-H Event must have an **approved** Event Proposal and Budget prior to the event taking place.
2. In order to have the budget request considered, the budget worksheet (page 2) must be completed.
 - a. If this is an event that was run in the past 4-H year, a completed Financial Summary (page 3) for the previous event must also be re-submitted with the application.
 - b. Even if the committee is not requesting any funding, before receiving council approval for the event, the Event Proposal and Budget must still be submitted.
 - c. Any revisions/changes must be communicated with the _____ *(name of district or region)*
Council as soon as possible, via _____ *(indicate whom, and method – eg. council treasurer, Regional 4-H office, etc.)*
3. All proposals must be submitted by _____ *(day/date)*.
The _____ *(finance committee, council executive, etc.)* will meet _____ *(day/date)* to review your submission. A representative of your committee may be asked to be in attendance. Your committee chairperson will be advised by _____ *(day, date)* of results, which may include event approval, further action or changes required, not approved, etc.
4. A completed financial summary/statement must be submitted within one month of the event taking place, provided to _____ *(eg. Treasurer, president, etc.)*.

Event Name:

Event Date:

Location:

of attendees expected: *(indicate number of members, adults separately)*

Committee Responsible: *(name)*

Committee Chairperson:

Contact phone/email:

Purpose of event:

Total Budget Request:

Proposal Submitted: *(date)*

Requests beyond funding: *include District or Regional Council and/or 4-H Staff, (ie attendance at event, assistance with a session), supplies needed from regional storage or office, etc.*





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Part B: Budget

<u>Income:</u>	<u>Brief Description/ Comments</u>	<u>Budget Amount</u>
<i>Registration fees</i>		
<i>Cash Donations</i>		
<i>In-Kind Donations</i>		
<i>Cash Sponsorship</i>		
<i>In-Kind Sponsorship</i>		
<i>4-H Club/District Support</i>		
<i>4-H Regional Council Support Requested</i>		
Total Income		
<u>Expense:</u>	<u>Brief Description/ Comments</u>	<u>Budget Amount</u>
<i>Facility/Rent</i>		
<i>Gift cards/ Volunteer token</i>		
<i>Prizes</i>		
<i>Food</i>		
<i>Office Supplies</i>		
<i>Other</i>		
Total Expenses		
Total Profit or (Loss)		
4-H Regional Council Support approved – general account		
4-H Regional Council Support approved – casino account		

*Note: For budget worksheet purposes...

1. Donations = cash or in-kind support with no advertising expectations - receipt required
2. Sponsorship = cash or in-kind support with advertising expectations – no receipt required

Additional Information/ Comments:

Date reviewed:

Finance Committee Chair:





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Part C: Financial Summary

Event Name:

Event Date:

Committee Responsible:

Committee Chairperson:

Contact phone/email:

Actual # of attendees: (indicate number of members, adults separately)

<u>Income:</u>	<u>Brief Description/ Comments</u>	<u>Actual</u>
Registration fees		
Cash Donations		
In-Kind Donations		
Cash Sponsorship		
In-Kind Sponsorship		
4-H Club/District Support		
4-H Regional Council Support		
Total Income		
<u>Expense:</u>	<u>Brief Description/ Comments</u>	<u>Actual</u>
Facility/Rent		
Gift cards/ Volunteer token		
Prizes		
Food		
Office Supplies		
Other		
Total Expenses		
Total Profit or (Loss)		

If a loss occurred, how is the loss being covered?





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Part D: Comments, Notes & Suggestions (use throughout duration of event)

