

Promotional Parade Reimbursement Program

Reimbursement Request Form

Please use one form for all parade events.

Only one submission for club year (September - August).

Submit form to Finance Committee/4-H office within 30 days of last parade.

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Chartered Club/Group Info:

Date of request: _____

Chartered Club/Group Name: _____

Chartered Club/Group Leader: _____

Name of person submitting form: _____

(if different than organizational leader):

Phone #: _____

Email address: _____

Event Info:

Parade #1

Parade #2

Parade #3

Date of Parade: _____

Community: _____

Please provide receipts for the following allowed expenses:

	<u>Parade #1</u>	<u>Parade #2</u>	<u>Parade #3</u>
Parade registration fee:	_____	_____	_____
Float/trailer expenses:	_____	_____	_____
Decorations:	_____	_____	_____
4-H club literature:	_____	_____	_____
Candy give-aways:	_____	_____	_____
4-H promo give-aways: (i.e. stickers, pencils, etc.)	_____	_____	_____
	=====	=====	=====
Subtotals:	\$ _____ *	\$ _____ *	\$ _____ *

TOTAL reimbursement request for ALL parade events: \$ _____ *

NOTE: If your club group participates in more than three parade events, please fill out and attach another form and combine totals on the front page form.

*Maximum allowed reimbursement for ALL parade events for the club year
September 2015 – August 2016 is **\$250.00**.

All chartered clubs/groups that participate in the Promotional Parade Reimbursement Program are encouraged to submit a brief article and photo for inclusion in the next issue of the *Clover Flyer* following the parade. **NOTE:** For publication in the *Clover Flyer*, all youth members pictured must have a photo release on file in the 4-H Office or 4HOnline.

All submitted expenses are subject to approval by the Waukesha County 4-H Leaders' Association Board of Directors.

August 2013