

# San Benito County 4-H Travel Funding Policy and Application

Training conferences and workshops are important as they help provide growth and new ideas for 4-H members and leaders. Each year, San Benito County 4-H Council allocates funds to support certain activities and events.

For the first conference/workshop a member attends, 4-H Council will pay the registration and travel fees. **After the first trip, 4-H members** are required to share their new knowledge, ideas, or skills gained at the conference/workshop with other 4-H members.

Examples of ways to share:

- Conduct a county or club workshop/activity utilizing the new ideas learned.
- Assume the junior/teen leader role in a club project.
- Serve on a 4-H Council committee (14 years old and above).
- Demonstrate the new skills at project and/or club meetings.
- Give an individual presentation at a 4-H Council meeting as an individual presentation. (Group presentations are not encouraged.)

**Prior to any future trips**, 4-H members are required to complete a “4-H Travel Application”(other side) to report how the information obtained from the previously funded activity/event was shared. The Club Leader must verify that the member has met the requirements to be a member in good standing (80% project meetings attendance & 80% club meetings attendance). After the first trip, members will not be eligible for additional travel funds unless previous training has been shared and reported.

For the first conference/workshop a leader attends, 4-H Council will pay the registration and travel fees. **After the first trip, 4-H Leaders** are required to share their new knowledge, ideas, or skills gained at the conference/workshop with 4-H members.

Examples of ways to share:

- Host a club or countywide workshop utilizing new ideas gained at training conference.
- Assume leadership for a club or countywide project.
- Organize a club or county activity.
- Serve on a 4-H Committee.

**Prior to any future trips**, 4-H leaders are required to complete a “4-H Travel Application” (other side) to report how the information obtained from the previously funded activity/event was shared. After the first trip, leaders will not be eligible for additional travel funds unless previous training has been shared and reported.

## **Procedures**

1. Event delegates (youth and adults) will be responsible for registering themselves for all events via the event website.
2. If delegates do not have access to a computer, printer or the internet, they can make arrangements to use the 4-H computer here at the office.

3. Once the delegate has completed their event registration, they are to print a copy of the registration and provide it to the 4-H office **along with the 4-H Travel Application** for approval and submission to the 4-H Council.
4. County submission deadlines will be the 4<sup>th</sup> Monday of every month prior to the deadline set by the event coordinators. For example, if the deadline to register for State Leadership Conference is June 15<sup>th</sup>, your application is due to the office on the 4<sup>th</sup> Monday of May.
5. Delegates failing to following this process will run the risk of not having their registration and travel fees paid by the 4-H Council, as well as run the risk of not being able to participate.

### **Chaperones**

San Benito County 4-H Council will pay registration and travel fees for all trips. Chaperones must be at least 25 years old and be an appointed 4-H Leader. There are no other requirements.

*Revised & Approved by 4-H Council 4/25/05*

*Revised & Approved by 4-H Council 2/26/07*

# 4-H Travel Application

*The purpose of this application is to determine equitable distribution of funds.*

Name \_\_\_\_\_ Club \_\_\_\_\_ Year in 4-H \_\_\_\_\_

4-H Members and Leaders: After your trip, 4-H Council expects you to share your experience and information with 4-H members.

**4-H Members: If you cannot attend the conference/workshop after the fees have been paid, you are responsible for: finding (as your replacement delegate) a “same gender” 4-H member in good standing who meets the conference/workshop participation requirements OR reimbursing San Benito County 4-H Council the fees they prepaid. Failure to reimburse 4-H Council will result in funding loss for future conference/workshop expenses.**

Have you attended a conference/workshop at 4-H Council’s expense before? yes \_\_\_\_\_ no \_\_\_\_\_  
If you have attended before, please describe how you shared the information.

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Please explain your purpose for attending the conference/workshop for which you are applying for 4-H Council funding.

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Club Leader \_\_\_\_\_ (“member in good standing” verification)  
signature

Applicant \_\_\_\_\_  
signature

4-H Council \_\_\_\_\_ Signature Date \_\_\_\_\_