



## Budget Request Form

Committees and all other events and activities should use this form and process for budget requests for funding from the San Benito County 4-H Council. This will allow the Executive Board to properly budget/allocate funds for the next year. Requests for funds should be submitted as a budget item for the upcoming year.

Please submit this request by May 12th, 2016 to the County Office.

**Request submitted by:** \_\_\_\_\_  
**Print Name**
**Cell Phone Number**

Complete all information required. The Executive Board will review all budget requests and will recommend an annual budget to the Council for approval.

What county project/activity/event/committee is the request for? \_\_\_\_\_

**Please itemize your proposed expenses:** (Include facility rentals, equipment rentals, list all supplies needed on each line)

Itemized Items	How Many	Total Cost
<b>Total Cost of Expenses</b>		



**Please explain why each line item is needed to have a successful event:**

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**Please list the items to be donated:**

Items	How Many

<p><b>FOR EXECUTIVE BOARD USE ONLY</b></p> <p>Budget Committee: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____</p> <p>Reason: _____</p>
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